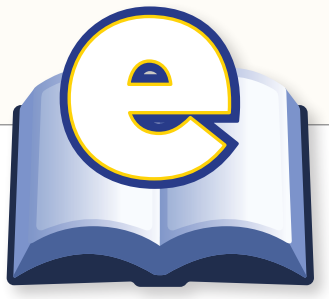


Simple eText Production User Manual

Table of Contents

Overview 3

1 Get Started 4

Introduction to the eText workflow 4

eText Production Tools and Process 5

2 Request Conversion 6

3 Assemble and Prepare Source Files for Simple eText Ingestion 7

Complete Custom TOC Spreadsheet 7

Gather Book PDFs 8

Gather Art Assets 8

4 Create Folders and Change Permissions 9

Create Folders within the FTP Server 9

Manage Folder Permissions 11

5 Initiate Ingestion with the Simple eBook Workflow 15

6 Update the Title Metadata 20

7 Validate the eText 24

8 Launch the Content Manager Preview 27

9 Replace Selected Pages 30

10 Upload to the Authoring Server 38

Last Updated: April 25, 2013

11 Review the eText in the Authoring Server 42

12 Begin First Corrections 50

Create a Self-Derivative 50

Export to MS Excel 54

Merge Additional Content 57

Ingest the CustomHotspot.xls spreadsheet 57

Ingest the CustomBasket.xls spreadsheet 61

13 Appendix: eText Resources 62

Overview

BACKGROUND

Pearson offers several types of eBooks, all of which effectively convey the content of a printed book. eBooks are created for platforms like CourseSmart, Kindle titles, Nook books, iBooks, Web-based PDF versions, etc. The main difference between the platforms is format. Some eBooks are offered in a reflowable format, such as ePub (electronic Publication), which can be read on Amazon's Kindle device. Other eBook formats maintain fidelity to the original printed page; this category of eBook includes CourseSmart, uPDF (Universal PDF), and the Pearson eText platform.

The eText is a Web-based engine developed and owned by Pearson.In addition to displaying a visual representation of the book pages,the eText format allows us to provide some custom navigation options,and give users the ability to highlight and take notes on the content. In addition, there is an instructor view that allows instructors to make notes and share them with their students. The eText also offers multiple scenarios for final delivery.

PURPOSE

This manual is a workflow guide that explains an end to end Simple eText production process, using high resolution book PDFs and various spreadsheets in the absence of XML, to produce high quality digital content.

RESULT

An eText title is published through one or more integration scenarios.

CONDITION

Access to the various tools and resources involved in the eText production process is necessary.

1 | Get Started

Introduction to the eText workflow

There are two approaches to eText production:

1. Standard eText
2. Simple eText

NOTE Deciding which workflow to use depends primarily on whether XID-tagged XML is available for processing and ingestion.

Simple eText

The Simple eText workflow was developed to provide an alternative way of producing an eText when the book production files haven't been tagged with ETMv2 or XID, and therefore usable XML isn't available. Sometimes when the tagged XML of older legacy titles won't process correctly, the Simple eBook workflow is used. In this workflow, the essential table of contents information is provided through a formatted MS Excel spreadsheet, instead of XML, that lists the various entries and associated PDF files.

The Simple eText workflow uses

- Required Table of Contents spreadsheet
- Optional Basket, Glossary, Hotspot or Audio spreadsheets
- High-resolution printer PDFs
- Required cover, thumbnail and navigation bar artwork

Note

Fo more information on Standard eText workflow, refer to the **Standard eText Production Manual**.

Quick Tip

Standard eText

Use this workflow if XID-tagged XML is available for processing and ingestion.

Simple eText

Use this workflow if the XML is not available, or if too many issues are encountered with the XML during processing

eText Production Tools and Process

The Pearson eText system includes four components:

- Content Manager FTP server
- Content Manager Application
- Authoring Application
- Viewer Application

Production of an eText involves several tools and resources that incorporate numerous bits of information related to the title. This process is termed as 'Ingestion'. During eText ingestion, hi-res printer PDFs and other files are uploaded to the Content Manager FTP server, where they are processed to generate a set of high-resolution SWFs for use with the eText Viewer, and a set of thumbnail images that will be used to display search results. The PDFs are also processed to extract the text contents of every page, which is then distilled to become a keyword database for that eText.
In addition, a set of highly-optimized, lower-resolution PDFs are generated for use with Pearson's eText mobile apps. Finally, for those eTexts that will be used in conjunction with the Pearson eText Digital Library (DL), the Content Manager can generate the various DL assets

NOTE Creating an eText requires separate accounts for the Content Manager FTP server, as well as the Content Manager and Authoring applications.

More Info

Various resources are available for eText production. Refer to the **Appendix: eText Resources** *for links to guidelines, spreadsheet templates, and other resources. (These will soon move to Neo).*

Quick Tip

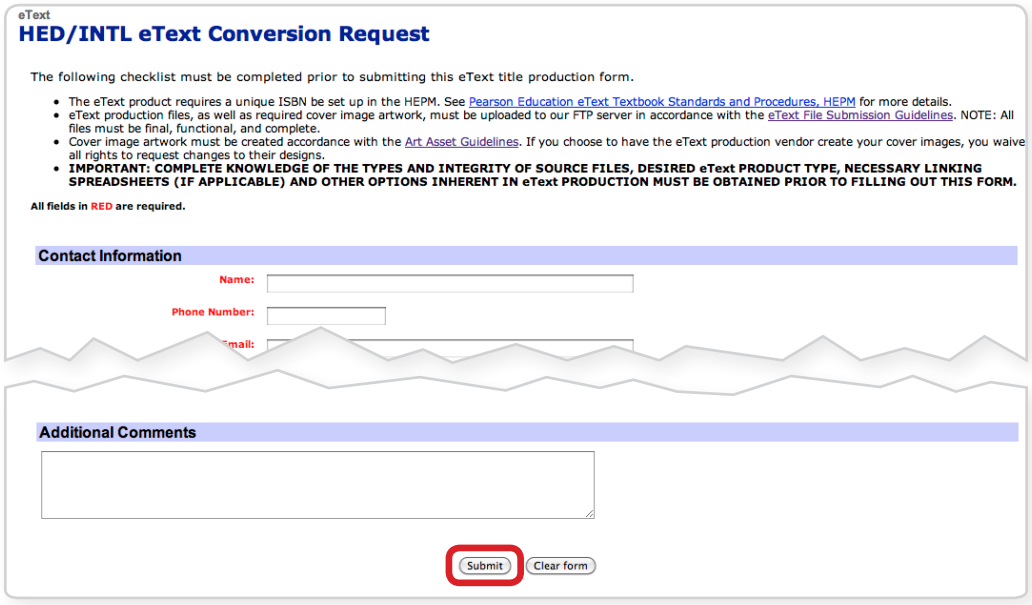
Contact **Ann.Sullivan@pearson.com** or **Tyler.Suydam@pearson**.com for accounts to the Content Manager FTP server and the Content Manager and Authoring applications.

2 | Request Conversion

Once an eText project has been initiated, you must complete the eText File Conversion Request form to begin the eText production process.

1 To request conversion, launch your browser, and then navigate to the **eText Conversion Request** form: **http://etextdb.pearsoncmg.com/etextdb/eTextConversionRequestHE**

2 The **HED/INTL eText Conversion Request** form displays. Complete the form, and then click the Submit button.


eText
HED/INTL eText Conversion Request
The following checklist must be completed prior to submitting this eText title production form.
The eText product requires a unique ISBN be set up in the HEPM. See Pearson Education eText Textbook Standards and Procedures. HEPM for more details.
eText production files, as well as required cover image artwork, must be uploaded to our FTP server in accordance with the eText File Submission Guidelines. NOTE: All files must be final, functional, and complete.
Cover image artwork must be created accordance with the Art Asset Guidelines. If you choose to have the eText production vendor create your cover images, you waive all rights to request changes to their designs.
IMPORTANT: COMPLETE KNOWLEDGE OF THE TYPES AND INTEGRITY OF SOURCE FILES, DESIRED eText PRODUCT TYPE, NECESSARY LINKING SPREADSHEETS (IF APPLICABLE) AND OTHER OPTIONS INHERENT IN eText PRODUCTION MUST BE OBTAINED PRIOR TO FILLING OUT THIS FORM.
All fields in RED are required.
Contact Information
Name:
Phone Number:
Additional Comments
Submit
Clear form

NOTE After successful form submission, a confirmation email is sent to all addresses provided in the form. If an email is not received, then the person who submitted the form should contact Ann Sullivan (**Ann.Sullivan@pearson.com** or Tyler Suydam (**Tyler.Suydam@pearson.com**)

Note

Data from this form automatically feeds into a CMS eText database, which allows CMS to track each eText project that enters the eText system.

For more information, visit Neo at: **https://neo.pearson.com/docs/DOC-66226**

Quick Tip

Required fields are in **red**.

3 Assemble and Prepare Source Files for Simple eText Ingestion

Prior to beginning eText production, the various required PDF and artwork files should be gathered, and the required TOC spreadsheet completed.

Complete Custom TOC Spreadsheet

When the Simple eText workflow will be used to produce an eText, the Custom Table of Contents spreadsheet must be completed, listing all of the PDF files that will be ingested, and the table of contents entries associated with them.

1 Download the most recent version of the CustomTOC spreadsheet, guidelines for entering the information, and a complete example at: **http://media.pearsoncmg.com/cmg/intranet/ebookplus/spreadsheet.html**

More Info

For more information, refer to: **https://neo.pearson.com/docs/DOC-66569**

2 Complete the first sheet of the Custom TOC spreadsheet according to the downloaded guidelines, listing all of the PDF files of the book, along with associated table of contents entries for those files and the page ranges each file contains.

PDF FILE NAME	TOC ENTRY	PDF PAGE NUMBERS	START PAGE NUMBER	END PAGE NUMBER	TOC LEVEL	INCLUDE IN TOC	PAGE COUNT	ROLE	LinkX	LinkY
i_cp09te_FM.pdf	Frontmatter		i	i	1	yes	1	frontmatter	15	15
ii_cp09te_FM.pdf			ii	ii		no	1		20	25
iii_cp09te_FM.pdf			iii	iii		no	1			
iv_cp09te_FM.pdf			iv	iv		no	1			
v_cp09te_FM.pdf	Contents		v	v	2	yes	1			
vi_cp09te_FM.pdf			vi	vi		no	1			
vii_cp09te_FM.pdf			vii	vii		no	1			
viii_cp09te_FM.pdf			viii	viii		no	1			
ix_cp09te_FM.pdf			ix	ix		no	1			
x_cp09te_FM.pdf			x	x		no	1			
xi_cp09te_FM.pdf			xi	xi		no	1			
xii_cp09te_FM.pdf			xii	xii		no	1			
xiii_cp09te_FM.pdf			xiii	xiii		no	1			
xiv_cp09te_FM.pdf			xiv	xiv		no	1			
xv_cp09te_FM.pdf			xv	xv		no	1			
xvi_cp09te_FM.pdf			xvi	xvi		no	1			
xvii_cp09te_FM.pdf	Concepts Before Computation		xvii	xvii	2	yes	1			
xviii_cp09te_FM.pdf			xviii	xviii	2	no	1			
xix_cp09te_FM.pdf	To The Student		xix	xix	2	yes	1			
0046_cp09te_CH04.pdf	Chapter 4 Linear Motion		46	46	1	yes	1	chapter		
0047_cp09te_CH04.pdf	4.1 Motion Is Relative		47	47	2	yes	1			

NOTE Since the spreadsheets and instructions are subject to updates as new features are added to the eText system, it's always best to download the most recent versions at the beginning of each project.

Gather Book PDFs

1 Gather the high-resolution book PDFs.

2 Ensure that the PDFs adhere to the eText PDF Guidelines, located at: **http://media.pearsoncmg.com/cmg/intranet/ebookplus/eText_PDF_guidelines.pdf**.

More Info

For more information, refer to: **https://neo.pearson.com/docs/DOC-66199**

NOTE If the book is a 2-color book, the CYAN color that's often used to indicate a second color in the PDFs must be changed to the appropriate Pantone Color in CMYK.

Gather Art Assets

From the high-resolution cover PDF, the following art assets are created for the eText: cover, thumbnail and navigation bar artwork files. Custom icons used for hotspot/linking may also need to be created, if the eText will contain hotspots.

1 Create the art assets. Refer to the eText Art Assets Guidelines at: **http://media.pearsoncmg.com/cmg/intranet/ebookplus/eText_Art_Asset_guidelines.pdf**

More Info

For more information, refer to: **https://neo.pearson.com/docs/DOC-66199**

2 Create and/or gather custom icons, if applicable. For more info, refer to: **http://kb.pearsoned.com/webx?13@510.NbRcau9FsOe.162@.4ae1c703/0**

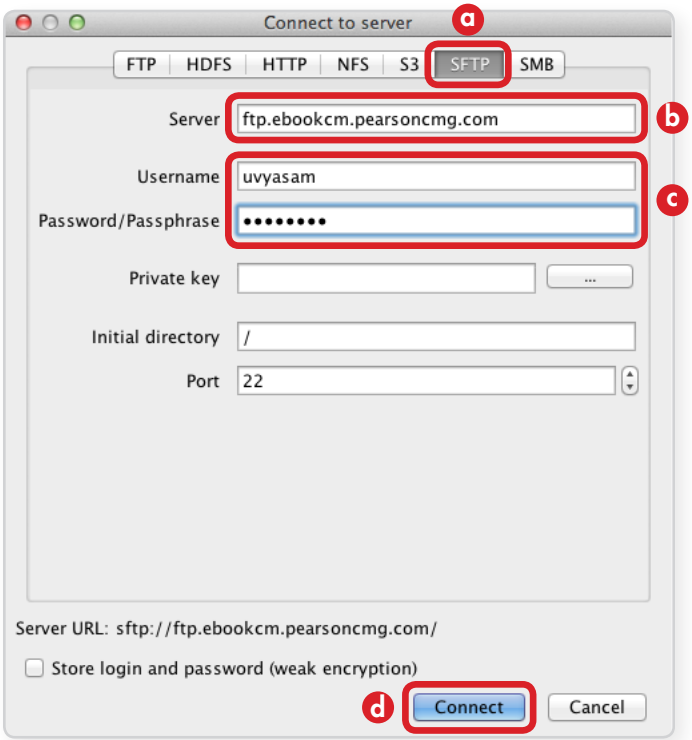
4 | Create Folders and Change Permissions

Create Folders within the FTP Server

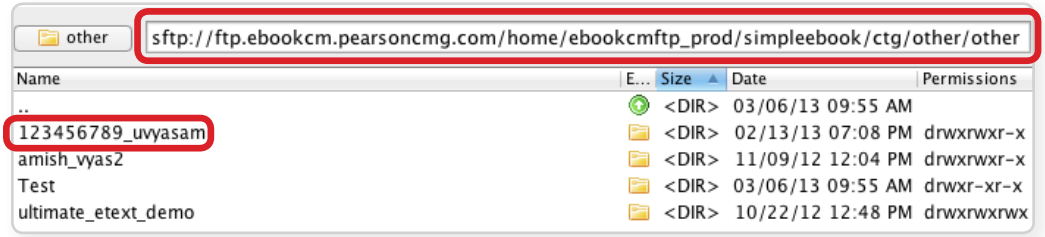
The eText Content Manager FTP server uses Secure File Transfer Protocol (SFTP) which requires use of an FTP client that supports the SFTP protocol. In preparation for eText ingestion, PDFs and other files are uploaded to a folder structure created on the server, and folder permissions must be set correctly.

1 Using an FTP client, log into the Content Manager FTP server at: **sftp://ftp.ebookcm.pearsoncmg.com**

- **a** Select the **SFTP** protocol.
- **b** Enter the server address in the Server text box: (ftp.ebookcm.pearsoncmg.com)
- **c** Type in your access credentials.
- **d** Click on the **Connect** button to login.



2 Navigate to the appropriate area of the Simple ebook directory based on the business unit, sub-business unit and directory appropriate for the eText's discipline. Then create the enclosing parent folder, uniquely naming it with the etext ISBN, or the eText ISBN and the author name, separated by an underscore (**0123456789_authorname** or some other unique identifier, such as **ca_iscitechgr8_te_on**.)

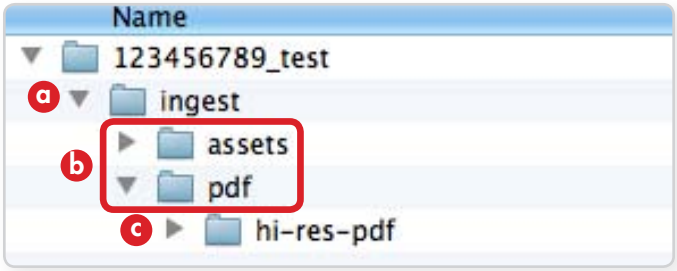


Note

The name of this enclosing folder should never exceed 20 characters, the foldernames or filenames must not have spaces or special characters in them and only alphanumeric characters should be used.

3 Create sub-folders within the enclosing parent folder.

- **a** Create an **ingest** folder.
- **b** Inside the **ingest** folder, create an **assets** folder and a **pdf** folder.
- **c** Within the **pdf** folder, create a **hi-res-pdf** folder.



Quick Tip

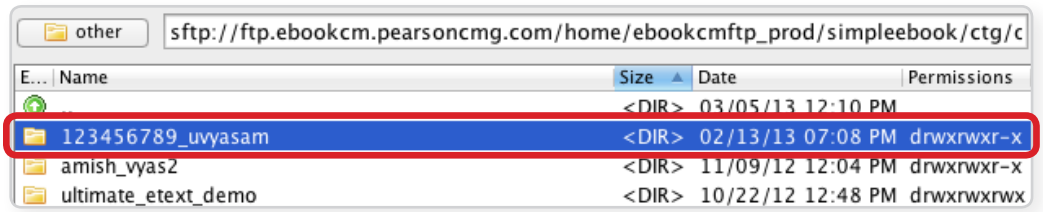
The folder/filenames on the server are case-sensitive.

Manage Folder Permissions

It is essential to reset the permissions of any folders/subdirectories uploaded or created on the server so that the Content Manager is able to process the materials they contain and generate various files and folders during ingestion.

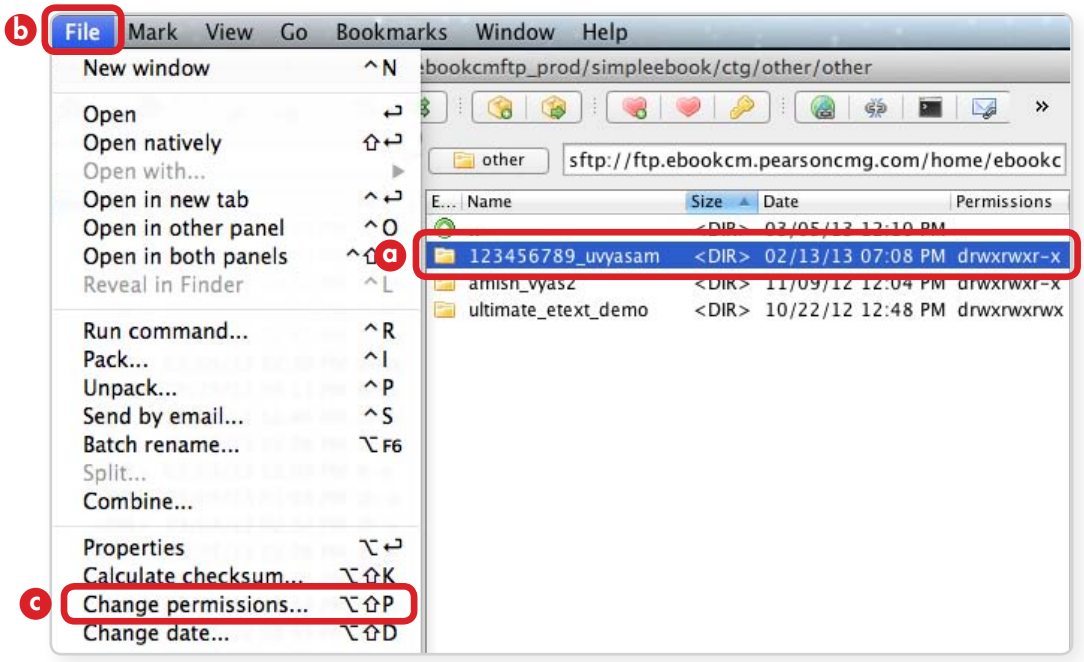
Change Folder Permissions on the Content Manager FTP server - Apple Mac

1 Select the folder/s for which you want to change the permissions.



2 Follow the below steps:

- **a** Select the folder for which you want to change the permissions.
- **b** Click on the **File** menu.
- **c** Scroll down to **Change Permissions** to adjust folder permissions.

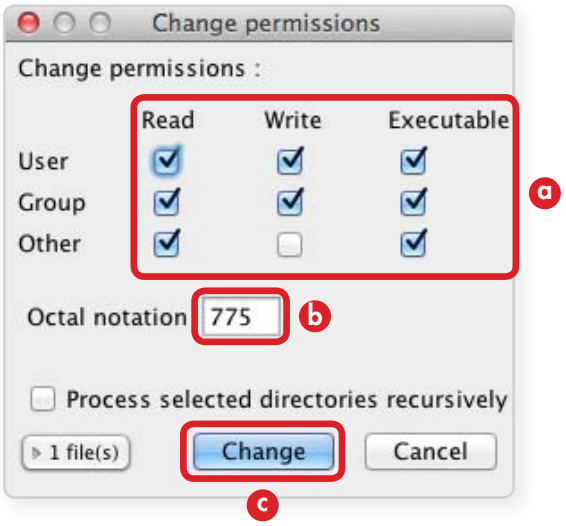


3 Alter permissions on the **Change Permissions** dialog box.

a Set permissions by making a choice on the check boxes under, Read, Write and Executable headers.

b Alternatively, type a set of numbers in the **Octal notation** text box, such as *775*.

c Click on **Change** to confirm your choice.



Quick Tip

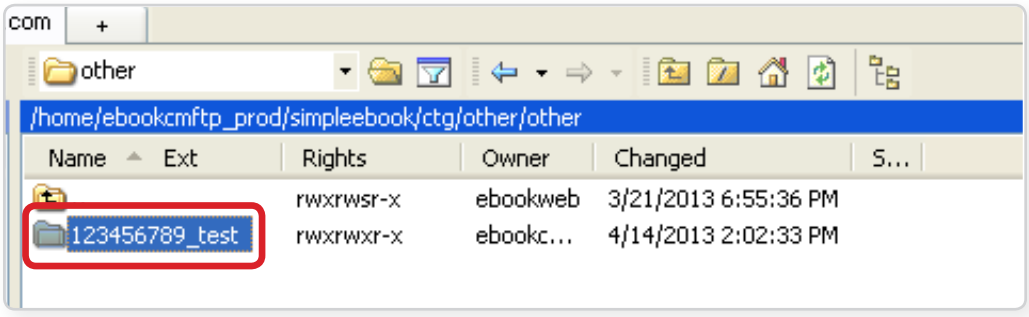
Changing permissions for the main folder will automatically change permissions for all folders and content within the main folder.

Note

It is essential that the permissions for all of these newly created folders are set to *775* or *777*. If the folder permissions are not reset, ingestion or any other Content Manager processing will immediately fail.

Change Folder Permissions on the Content Manager FTP server - Windows PC

1 Select the folder/s for which you want to change the permissions.

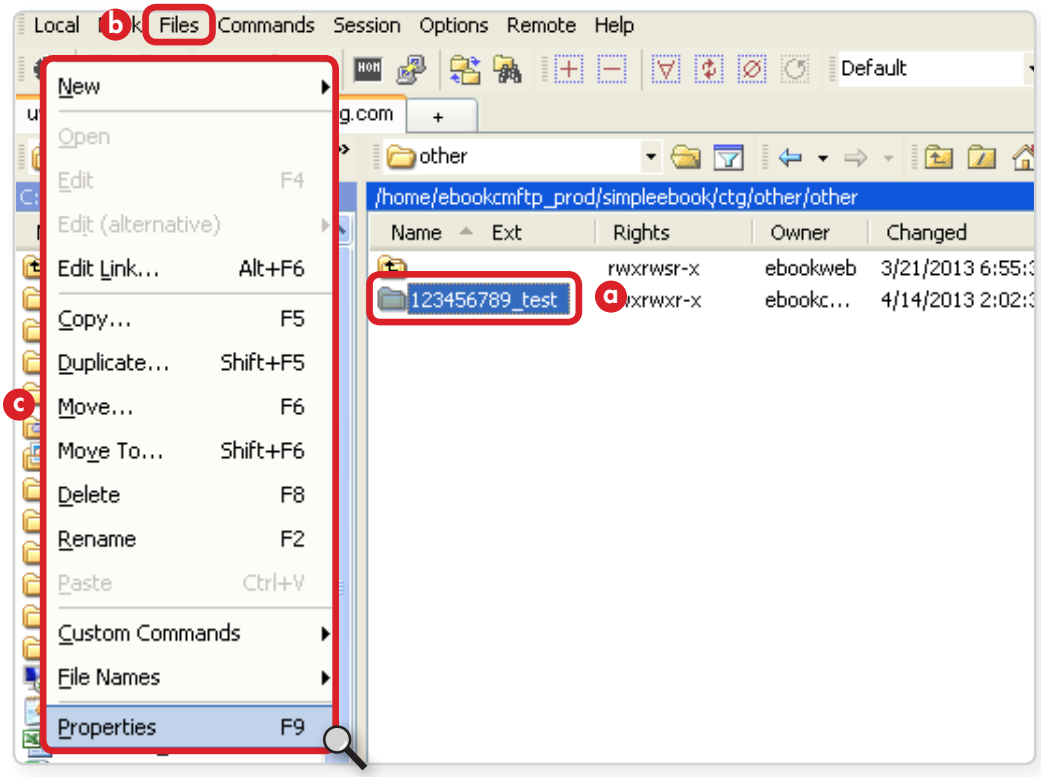


2 Follow the below steps:

a Select the folder for which you want to change the permissions.

b Click on the **File** menu.

c Scroll down to **Properties** to adjust folder permissions.

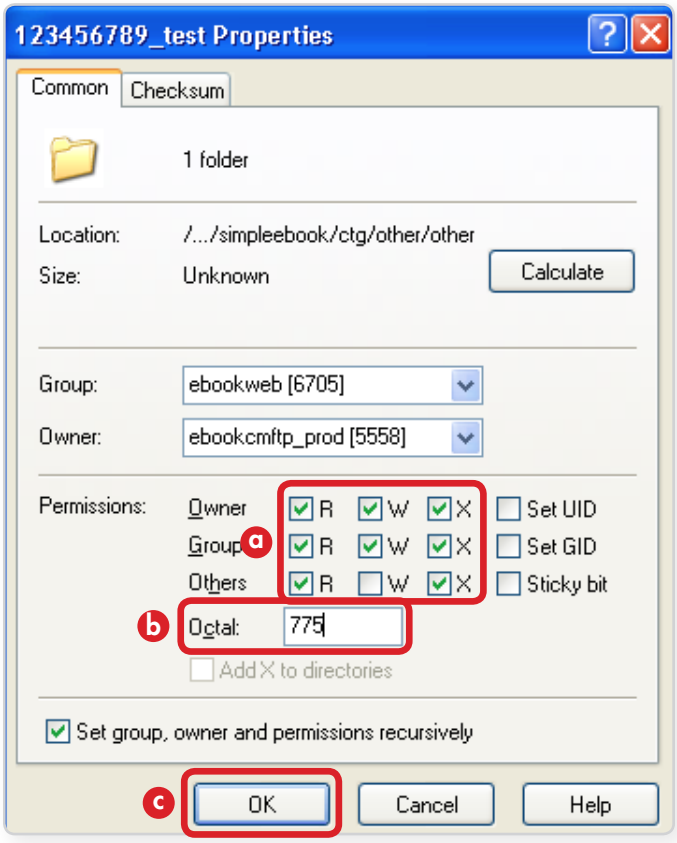


3 Alter permissions on the Properties dialog box.

a Set permissions by making a choice on the check boxes next to, R (Read), W (Write) and E (Executable)

b Alternatively, type a set of numbers in the **Octal** text box, such as *775*.

c Click on **OK** to confirm your choice.



Quick Tip

Changing permissions for the main folder will automatically change permissions for all folders and content within the main folder.

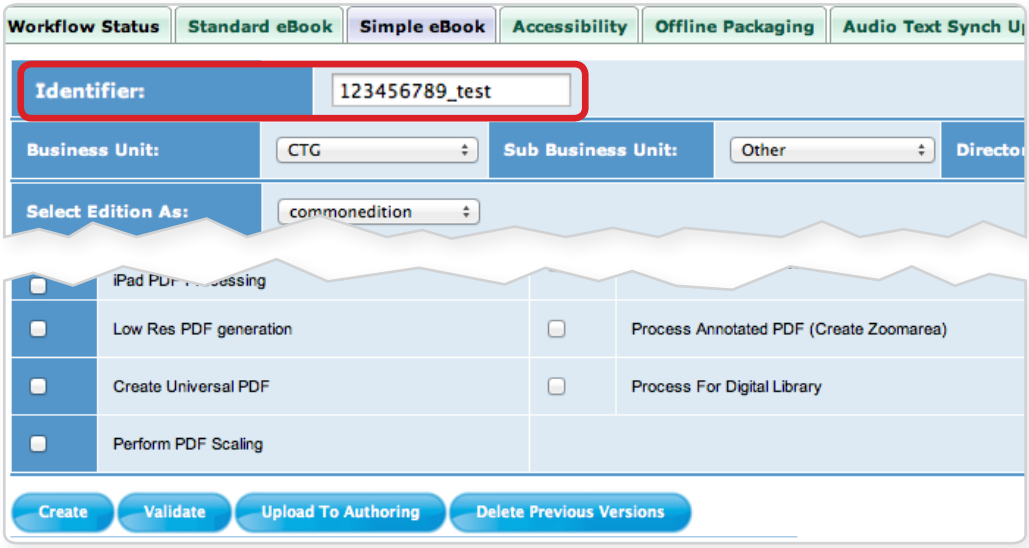
Note

It is essential that the permissions for all of these newly created folders are set to *775* or *777*. If the folder permissions are not reset, ingestion or any other Content Manager processing will immediately fail.

5 Initiate Ingestion with the Simple eBook Workflow

1 Log into the Content Manager application, and click the **Simple eBook** workflow tab.

2 The Simple eBook workflow tab is divided into two halves. In the top half, enter the name of the eText's enclosing parent folder into the **Identifier** text box.



More Info

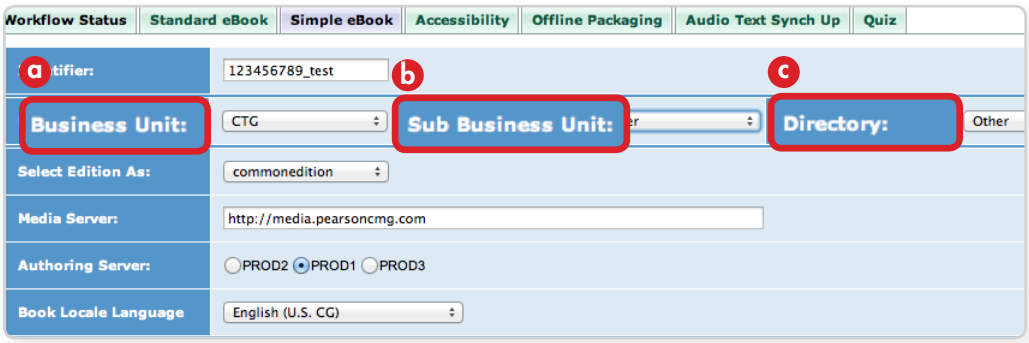
To learn more about the Content Manager, refer to the Content Manager Interface Quick Reference Guide.

3 Make appropriate selections from the following drop down menus. This points the Content Manager to a location on the Content Manager FTP server where the files have been uploaded.

a **Business Unit**

b **Sub-Business Unit**

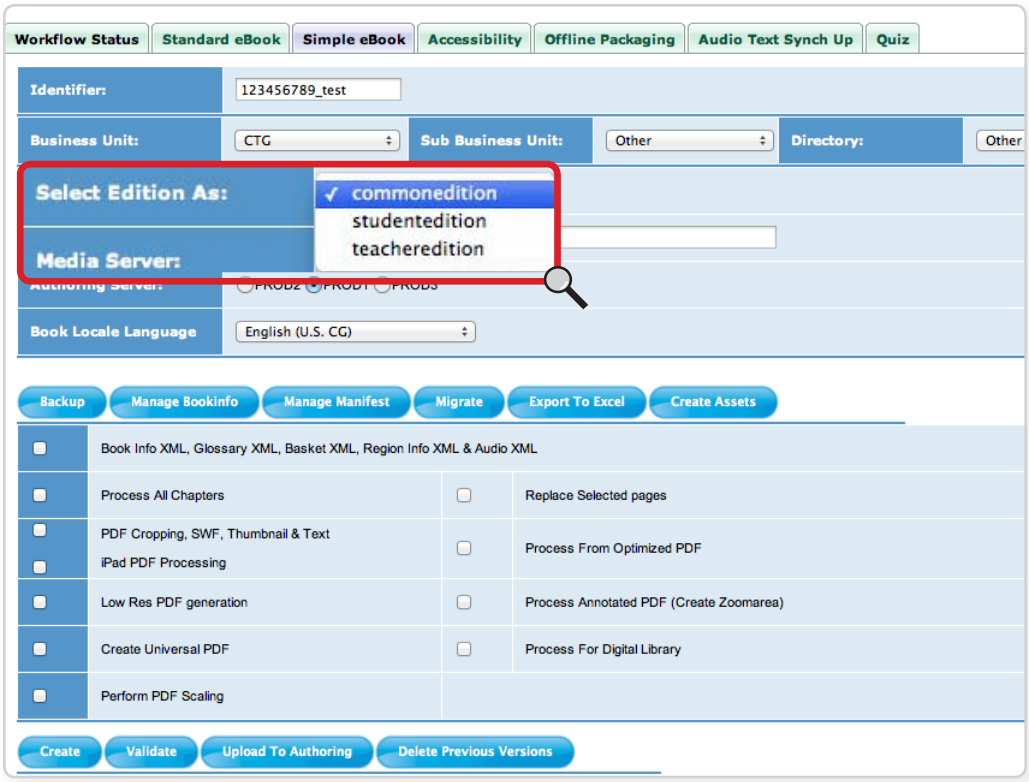
c **Directory**



Note

The selection made for **Business Unit** affects the available choices for **Sub-Business Unit** and, in turn, those for **Directory**.

4 From the **Select Edition As** drop-down menu, select an appropriate option.



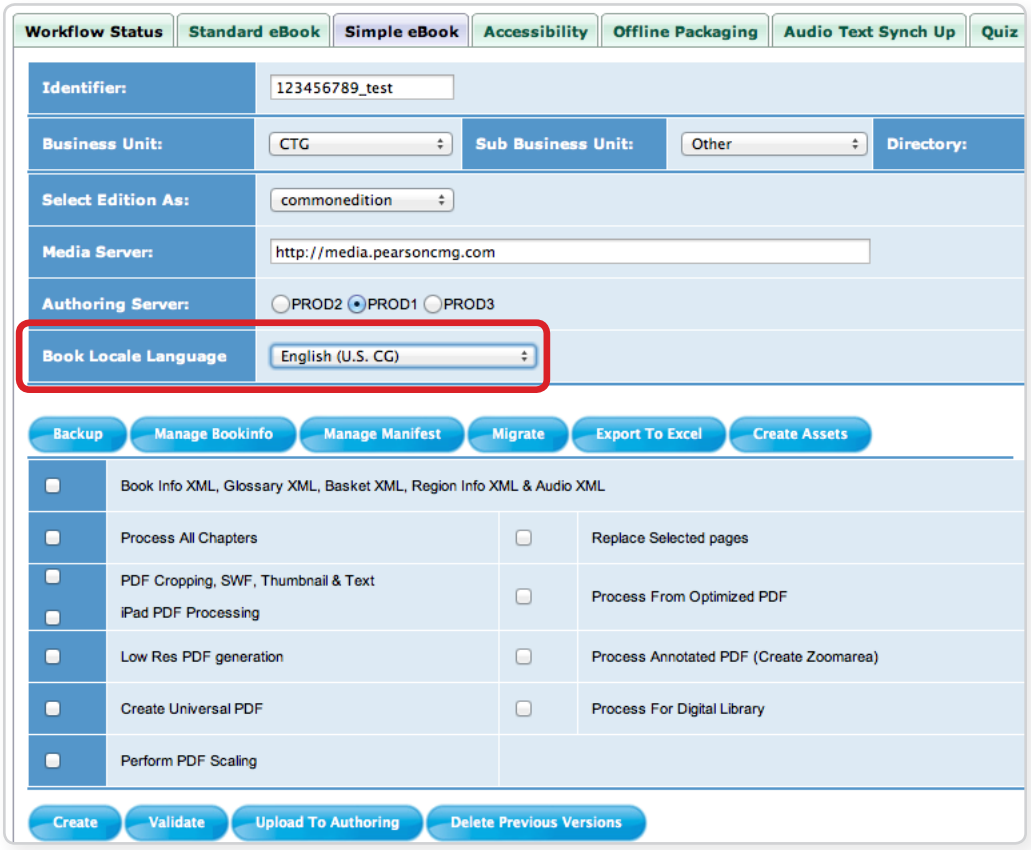
More Info

The default value is **commonedition.** *If the eText will be specifically produced as a teacher edition, select* **teacheredition**, *otherwise do not change the default.*

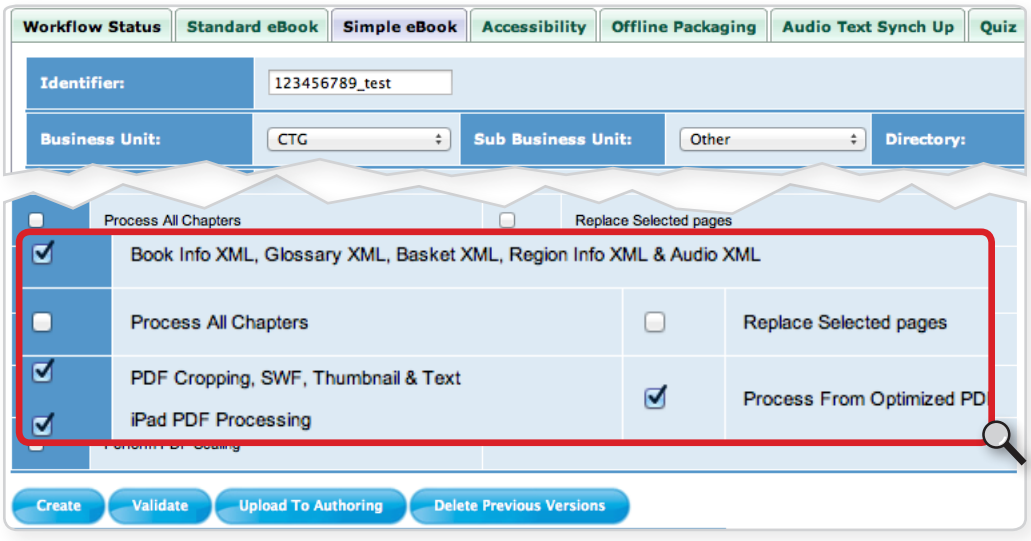
Note

Both instructors and students can access a **commonedition**. Only instructors can access a teacheredition. Since **studentedition** can be accessed only by students, it should never be selected.

5 From the **Book Locale Language** drop-down menu, select the appropriate language/locale.



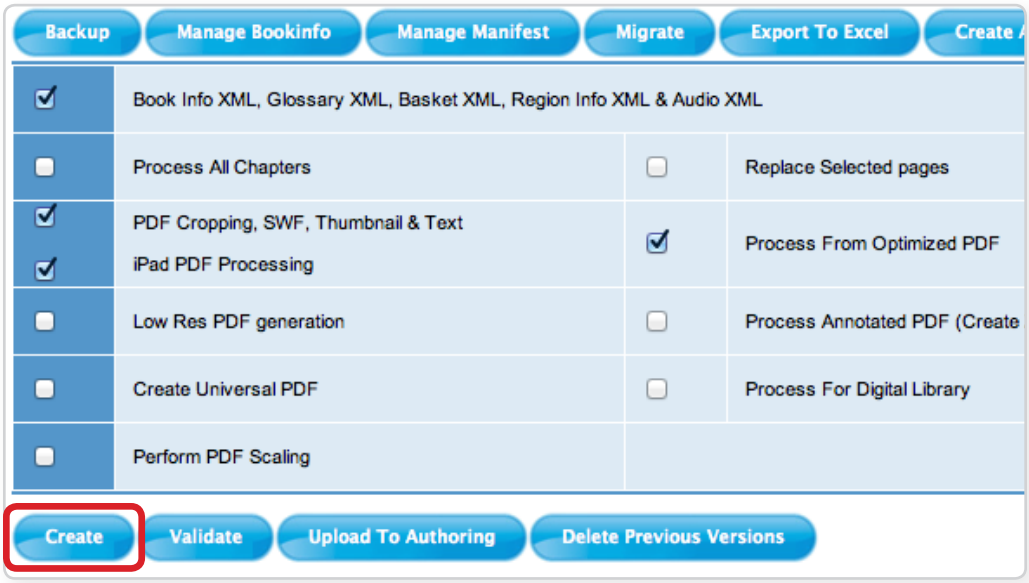
6 Select the check box next to **Book Info XML, Glossary XML, Basket XML, Region Info XML & Audio XML**. Click on any of the checkboxes in the PDF processing section.



Note

This selection will tell the Content Manager to look for the CustomTOC.xls spreadsheet in the **ingest/assets** folder and to process it to create the bookinfo.xml, manifest.xml and basket.xml files.

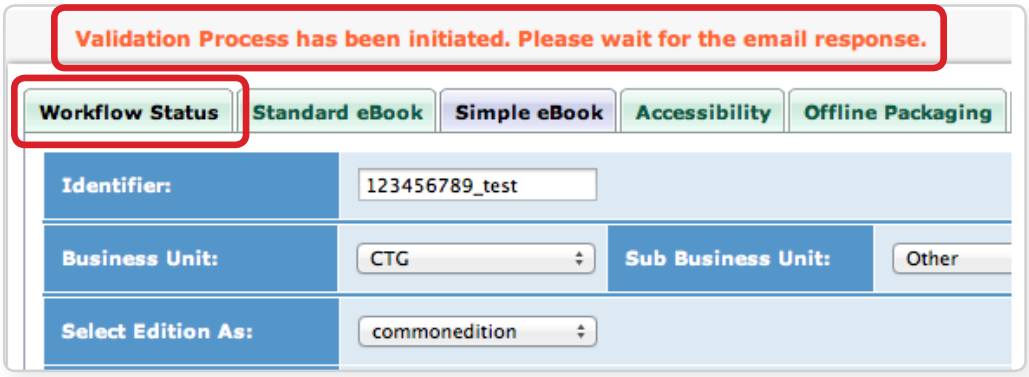
7 Click the **Create** button to initiate ingestion processing.



Note

By default, **PDF Cropping, SWF, Thumbnail & Text; iPad PDF Processing**; **Process from Optimized PDF** and **Process For Digital Library**, are all automatically selected if any one of these check boxes is selected. However, the **Process for Digital Library** option should be deselected at this point in time due to server space issues. (The only exception is if the BU indicates that the eText is to be part of a Digital Library.)

8 The *Transformation Process has been initiated. Please wait for the email response* message appears at the top the screen. Click the **Workflow Status** tab.



Quick Tip

The status of ingestion can be periodically updated by clicking the **Workflow Status** tab.

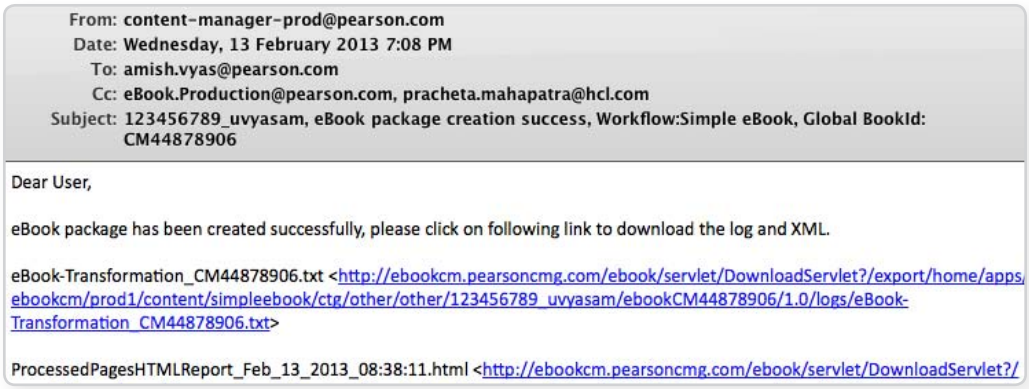
Note

An instantaneous failure is usually an indication of incorrect folder permissions or absence of required materials The time required for PDF ingestion processing depends on the number of pages and the complexity of artwork on the pages. For example, processing of 600 pages typically takes about 30 minutes

9 Refer to the **Status** column to confirm that processing is in progress.

Select	Action User	Identifier or ISBN 10/13	Global ID/Book ID	Workflow	Business Unit/ Sub Business/ Directory	Title	Page Count	Author	Date of action	Version	S	Status
⊙	amish.vyas	123456789_uvyasam/ 123456789_uvyasam	CM44878906/	Simple eBook	CTG / Other / Other	123456789_uvyasam	10		13-Feb-2013 08:38:30 AM	1.0		eBook Transformed Successfully, Ste (2 of 9)

10 When ingestion processing is complete, an automated email, indicating whether processing was successful or not, is sent to the email address of the account used to initiate ingestion.



From: content-manager-prod@pearson.com
Date: Wednesday, 13 February 2013 7:08 PM
To: amish.vyas@pearson.com
Cc: eBook.Production@pearson.com, pracheta.mahapatra@hcl.com
Subject: 123456789_uvyasam, eBook package creation success, Workflow:Simple eBook, Global BookId: CM44878906

Dear User,

eBook package has been created successfully, please click on following link to download the log and XML.

eBook-Transformation_CM44878906.txt <http://ebookcm.pearsoncmg.com/ebook/servlet/DownloadServlet?/export/home/apps/ebookcm/prod1/content/simpleebook/ctg/other/other/123456789_uvyasam/ebookCM44878906/1.0/logs/eBook-Transformation_CM44878906.txt>

ProcessedPagesHTMLReport_Feb_13_2013_08:38:11.html <http://ebookcm.pearsoncmg.com/ebook/servlet/DownloadServlet?/

NOTE If processing was not successful, the email will include links to various logs to help you diagnose the issues and make the necessary corrections.

Quick Tip

The Status can be refreshed and the various steps of ingestion processing can be monitored by periodically clicking the **Workflow** Status tab, or by clicking on any of the other tabs and then returning to the **Workflow** Status tab.

6 | Update the Title Metadata

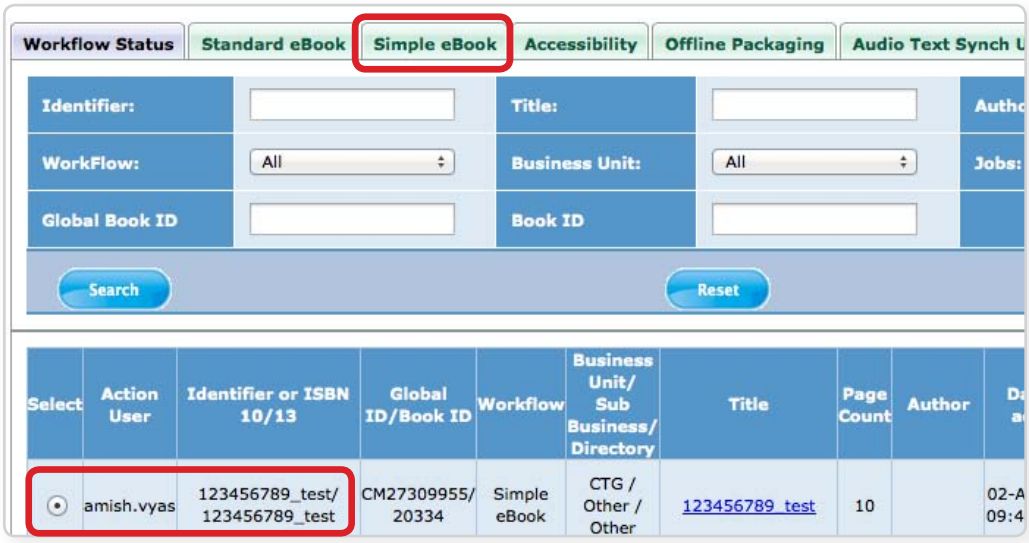
By defult, the Content Manager uses the name of the enclosing parent folder as the eText's title, as well as for all four ISBNs: ISBN-10 and -13 for the eText and ISBN-10 and -13 for the parent text. Simple eBook processing will also generate other initial default values. These default values should be updated with the actual title, edition, author, publisher, imprint, prices and ISBNs. The Content Manager provides a convenient user interface to facilitate this process.

1 After successful ingestion and transformation of the files, log into the Content Manager. The first default tab is the Workflow Status tab.

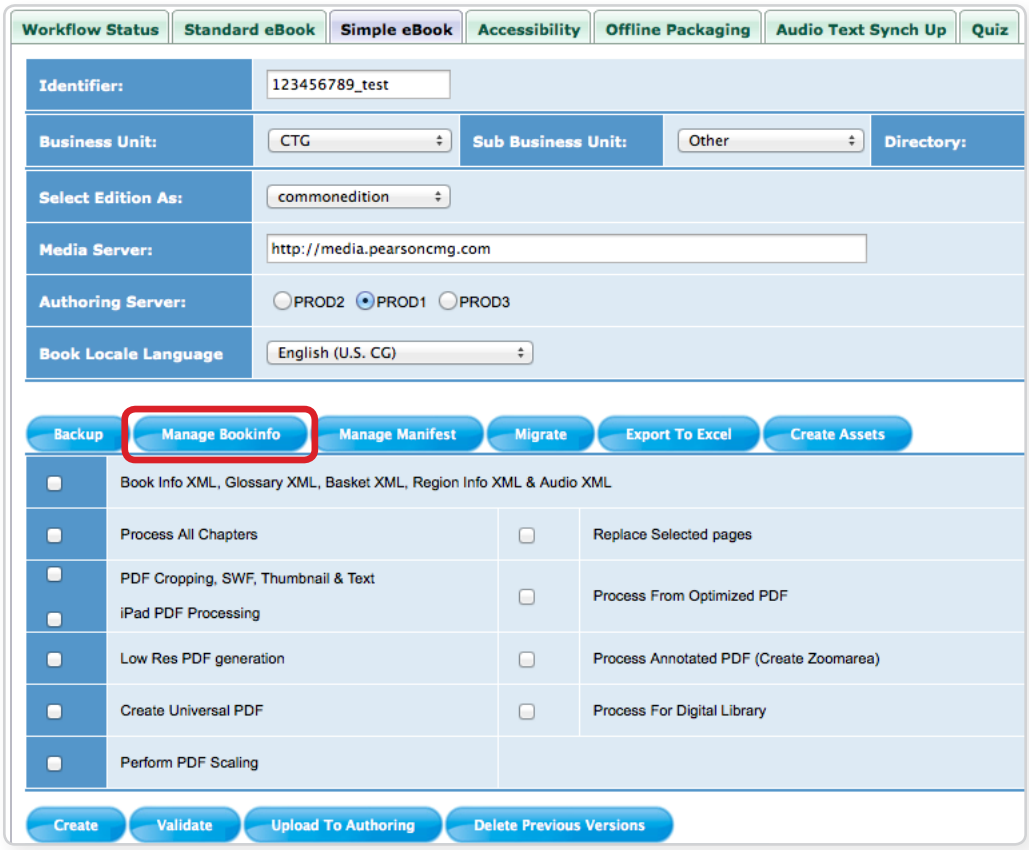
More Info

To learn more about the Content Manager, refer to the Content Manager Interface Quick Reference Guide.

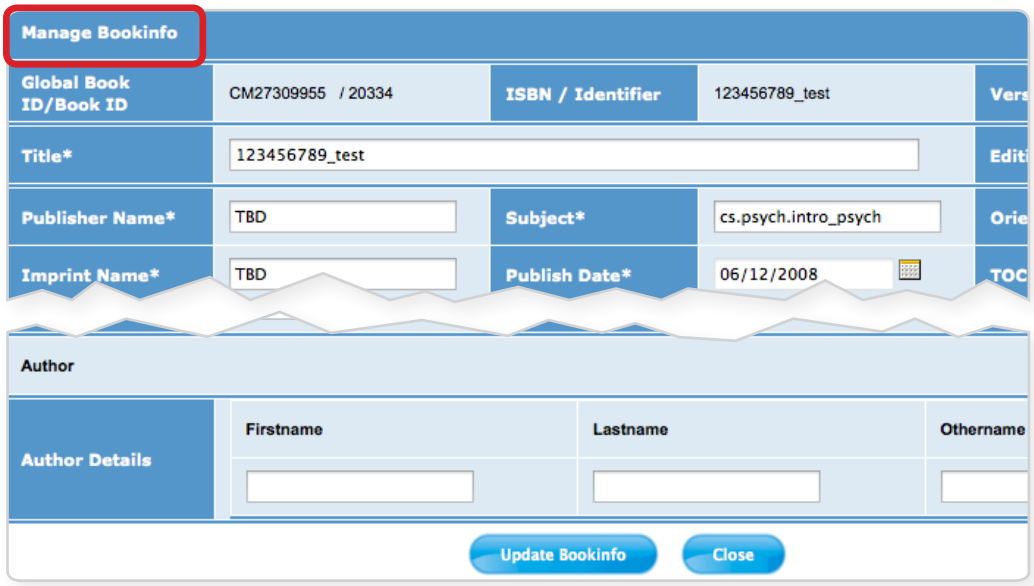
2 Select the eText, and then click the **Simple eBook** tab.



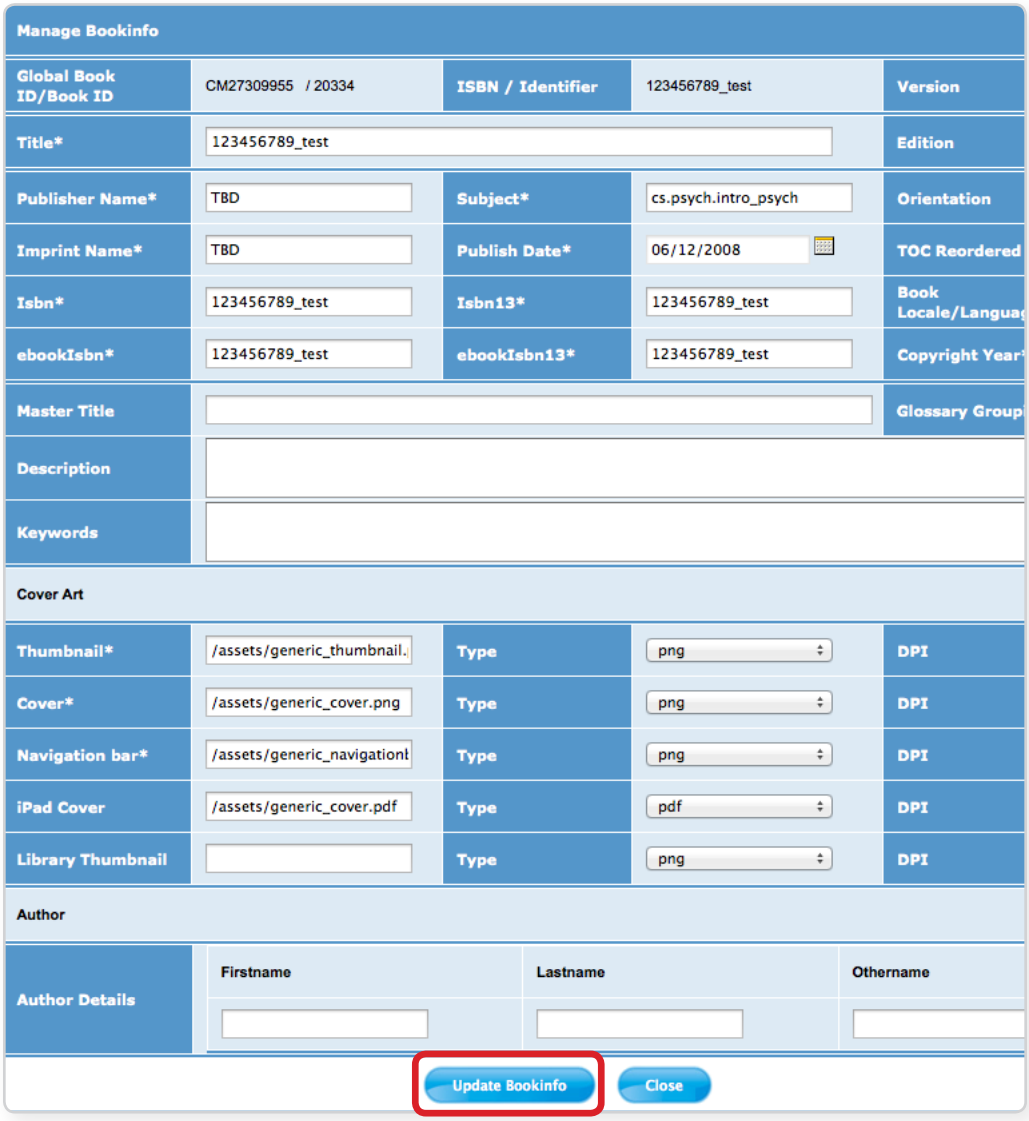
3 Click the **Manage Bookinfo** button.



4 The **Manage Bookinfo Page** opens in a new window. Update the default values with the actual title, edition, author, publisher, imprint, prices and ISBNs as necessary to incorporate the appropriate information for the title.



5 Click the **Update Bookinfo** button at the bottom of the window to update the information.

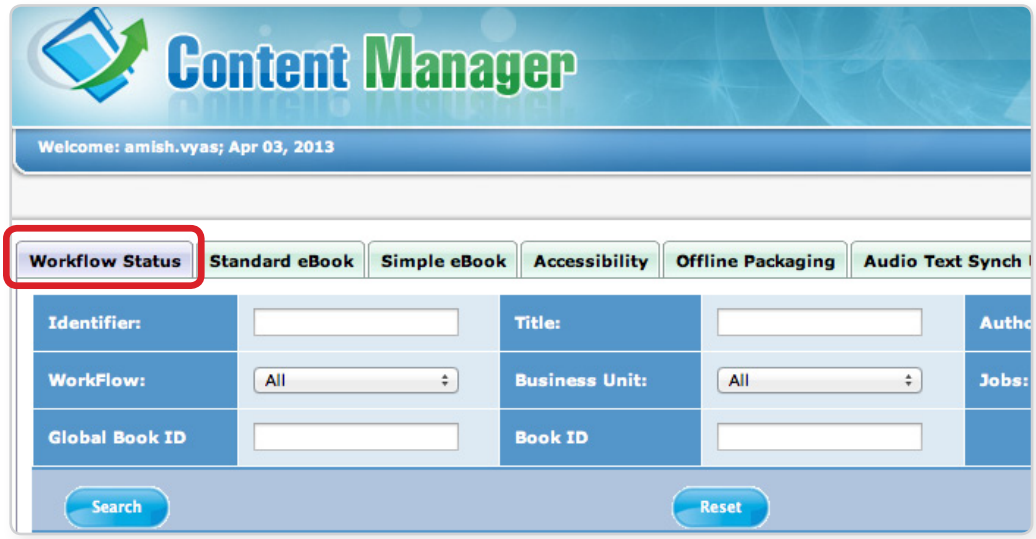


7 | Validate the eText

The Content Manager validates all of the XML to ensure that it's well-formed and complete. It also checks to make sure that all of the component XML, TXT, SWF, iPad PDF, cover art and other required files are present. Successful validation is required before the eText can be uploaded to the Authoring server.

HigherEd, International and PLS eTexts are uploaded to PROD1 Authoring, and School eTexts are uploaded to PROD2 Authoring.

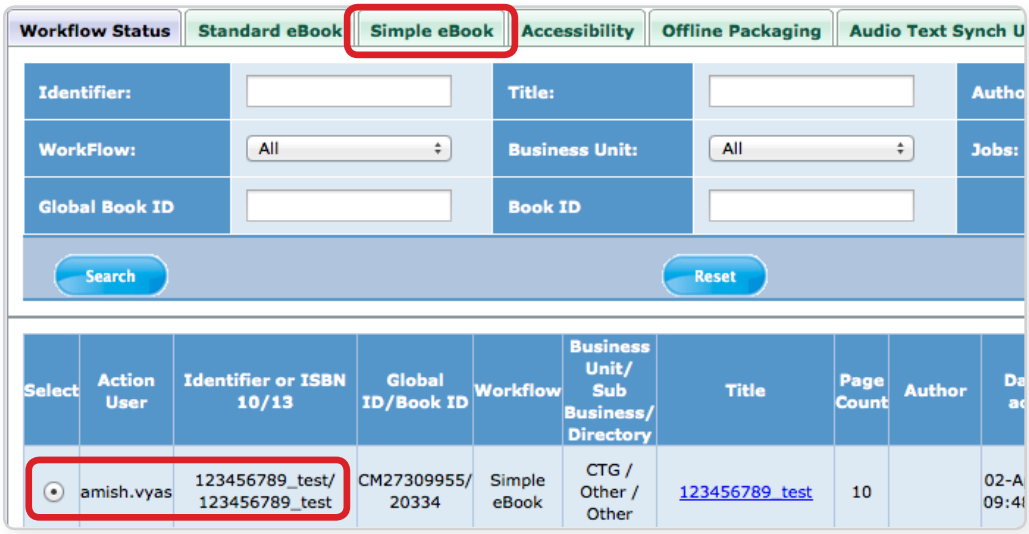
1 After successful ingestion and transformation of the files, log into the Content Manager. The first default tab is the **Workflow Status** tab.



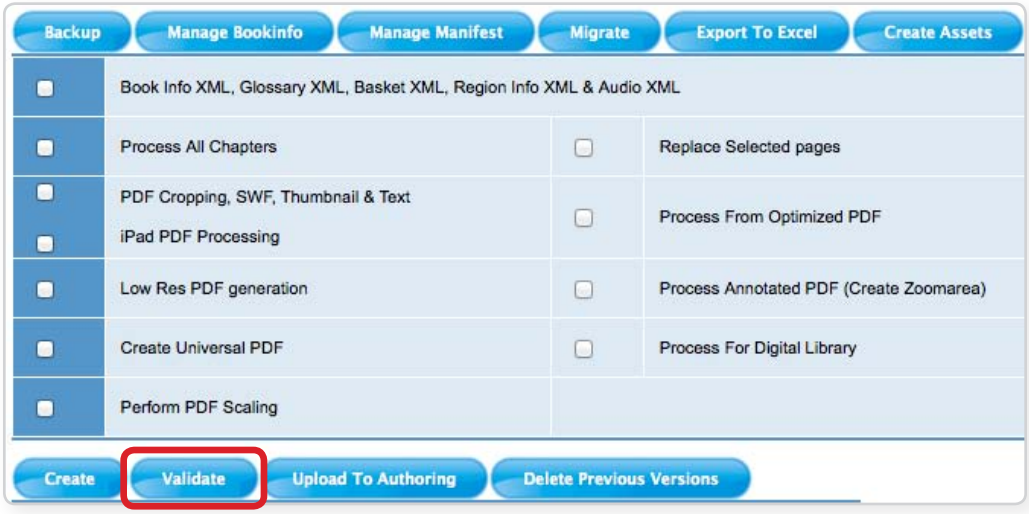
More Info

To learn more about the Content Manager, refer to the Content Manager Interface Quick Reference Guide.

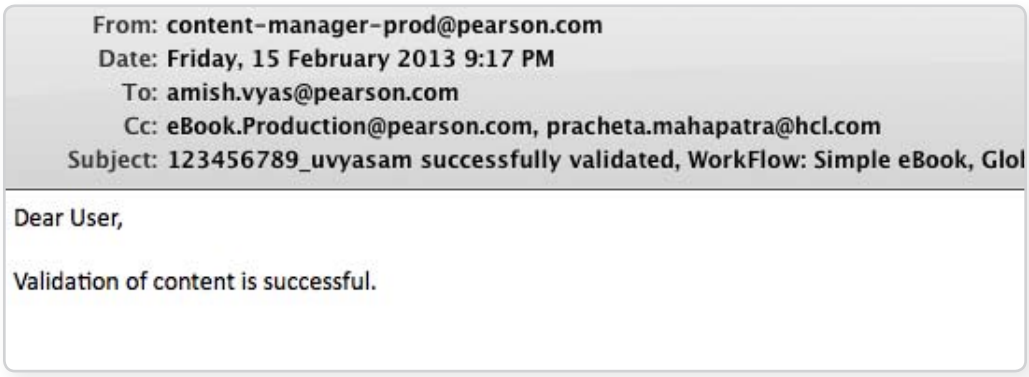
2 Select the eText, and then click the **Simple eBook** workflow tab.



3 On the **Simple eBook** workflow tab, click the **Validate** button at the bottom of the screen to initiate validation of the eText.



4 When validation is complete, an automated message confirming successful validation or failure is sent to the email address of the account that initiated validation.


From: content-manager-prod@pearson.com
Date: Friday, 15 February 2013 9:17 PM
To: amish.vyas@pearson.com
Cc: eBook.Production@pearson.com, pracheta.mahapatra@hcl.com
Subject: 123456789_uvyasam successfully validated, WorkFlow: Simple eBook, Glol
Dear User,
Validation of content is successful.

NOTE If validation failed, the message will include links to logs to help you diagnose and correct the issues.

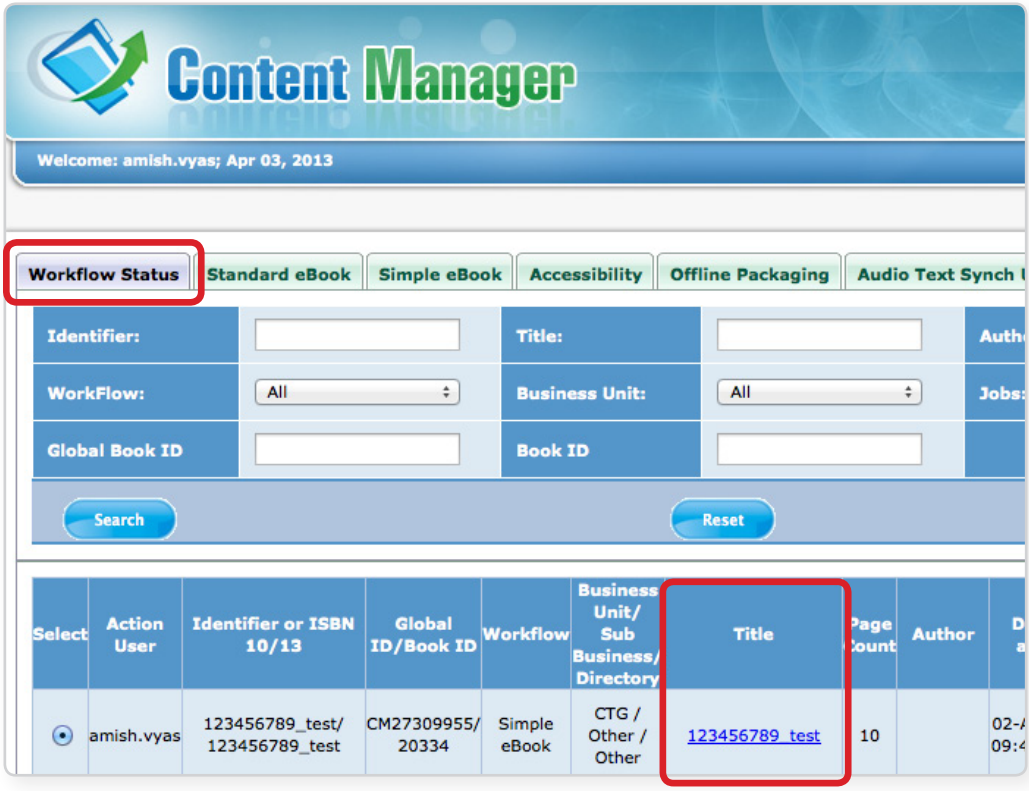
8 | Launch the Content Manager Preview

After successful validation, the title of the eText becomes hyperlinked in the **Workflow Status** tab of the Content Manager. Clicking the link launches the Preview window where you compare source PDF files to the generated SWF files.

More Info

To learn more about the Content Manager, refer to the Content Manager Interface Quick Reference Guide.

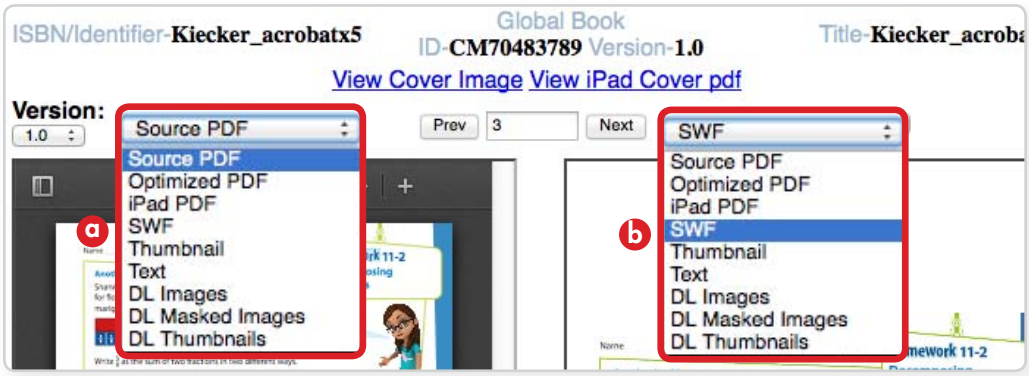
1 Log into the Content Manager and locate the eText on the **Workflow Status** tab. Click its link under the **Title** column.



2 The **Preview** window opens containing two frames to perform a side-by-side comparison of any combination of the original source and generated files.

a At the drop-down menu above the left frame, select **Source PDF**.

b At the drop-down menu above the right frame, select **SWF**.



Quick Tip

Source PDF refers to the cropped PDF.

3 To navigate the pages, click the **Prev** and **Next** buttons or type a page number into the text box, and then press the **Enter** or **Return** key on the keyboard. As you navigate, compare the two frames, and make a note of any discrepancies.

NOTES

- Slight color or density shifts could be encountered during the PDF to SWF transformation, but more pronounced issues should be resolved before proceeding.
- If any rendering issues are encountered, compare the Optimized PDF to the Source PDF. When the entire range has been compared, select Source PDF in one frame and iPad PDF in the other and repeat the process.
- Rendering issues are generally caused by Source PDFs that were not prepared according to specifications, such as use of colors other than CMYK, hidden elements or layers, or problems caused by intense vector graphics.
- The cover images can also be reviewed from this window by clicking either the View Cover Image or the View iPad Cover pdf.
- After initial ingestion, it's possible to select the pages of a previous version by selecting a version with the dropdown selector in the upper left corner of the window.

Quick Tip

To view the iPad PDFs meant for mobile view, check the Content Manager's Preview. This is the only place where they can be seen prior to publishing the eText to the live Viewer.

4 If no rendering issues are encountered, proceed to **Upload to the Authoring Server**. If issues are encountered, continue to the next chapter.

9 | Replace Selected Pages

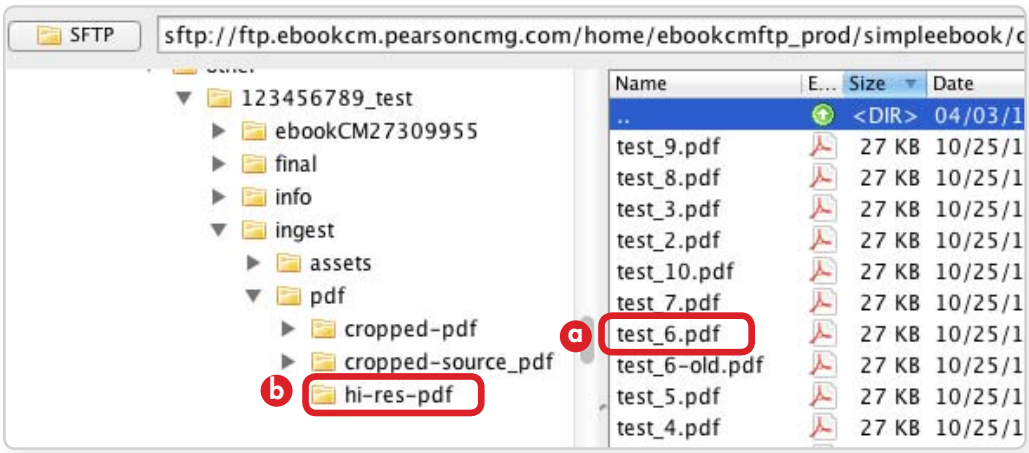
If any pages display rendering issues, replacement PDFs will need to be ingested after construction issues have been resolved. The Content Manager provides a convenient utility to enable ingestion of selected replacement pages.

While the Content Manager can ingest single pages or a range of pages from a PDF, the replacement pages must be in a PDF file that has the same total number of pages as the orignal PDF file. For example, if the original PDF had 35 pages and one page presented a rendering issue, the replacement PDF must also have 35 pages.

1 Launch your FTP client, and then navigate to the eText's **ingest** > **pdf** > **hi-res-pdf** folder.

   a Identify the problem PDF file and rename it by appending "-old" to the filename.

   b Upload the replacement PDF file to the **hi-res-pdf** folder.



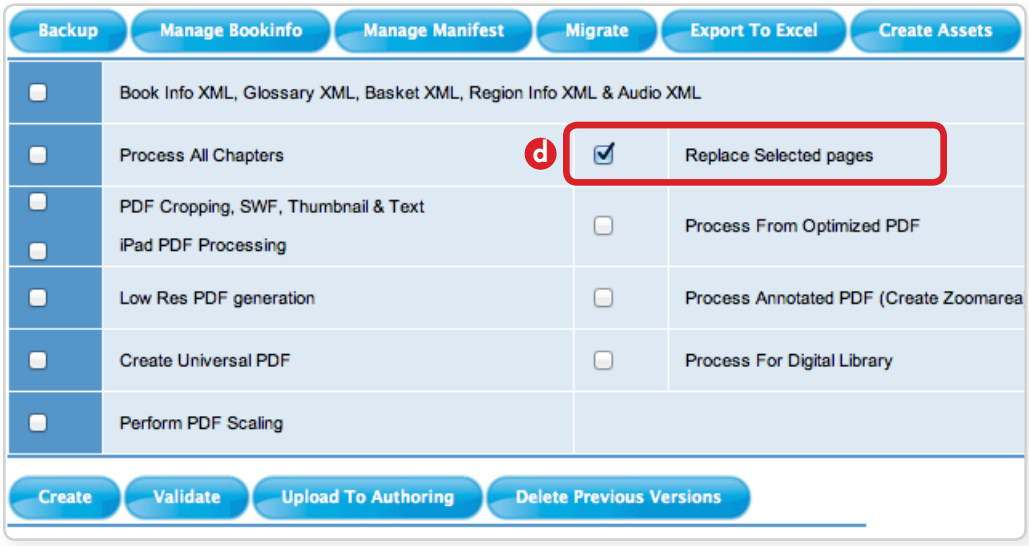
2 Log into the Content Manager:

a The default Workflow Status tab displays.

b Select the eText.

c Navigate to Simple eBook tab.

d Select the checkbox next to Replace Selected pages.



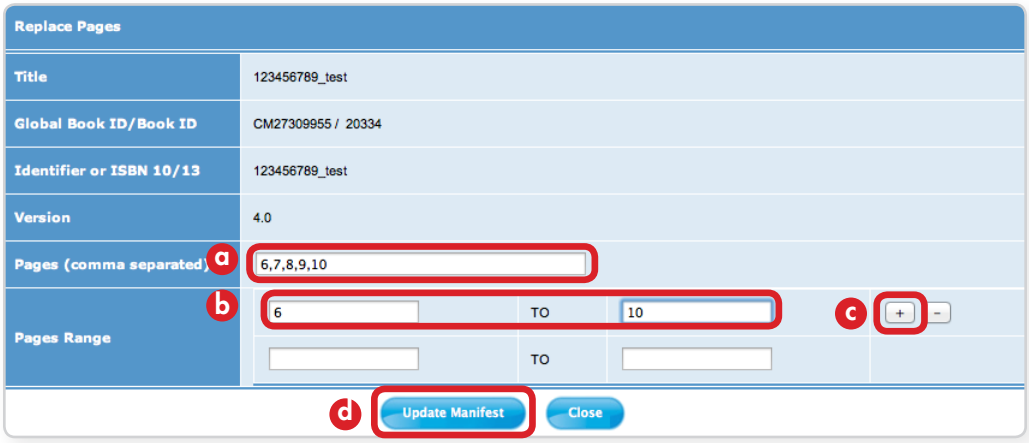
3 The **Replace Pages** screen opens in a new window.

a If replacing a page or several pages, type the page numbers into the **Pages** text box, seperated by a comma.

b To replace a range of pages, type the page numbers into the Pages Range text boxes.

c To add another page range, click the plus sign icon.

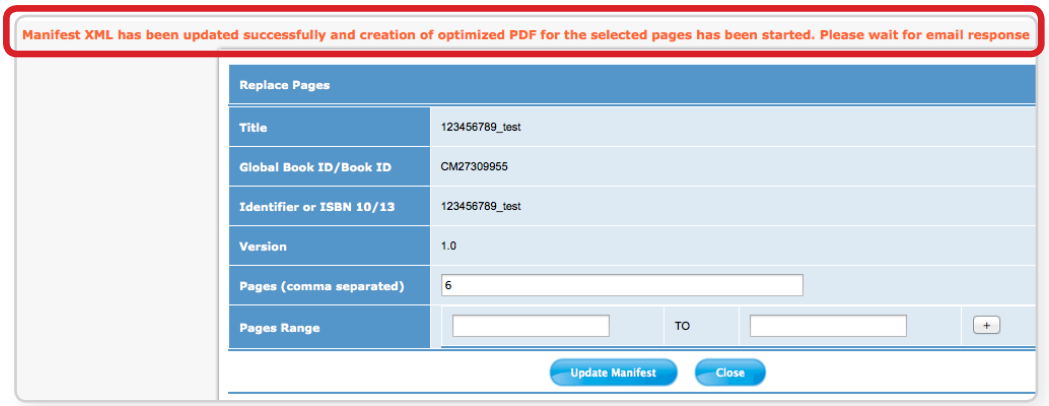
d When all replacement pages have been indicated, click the **Update Manifest** button.



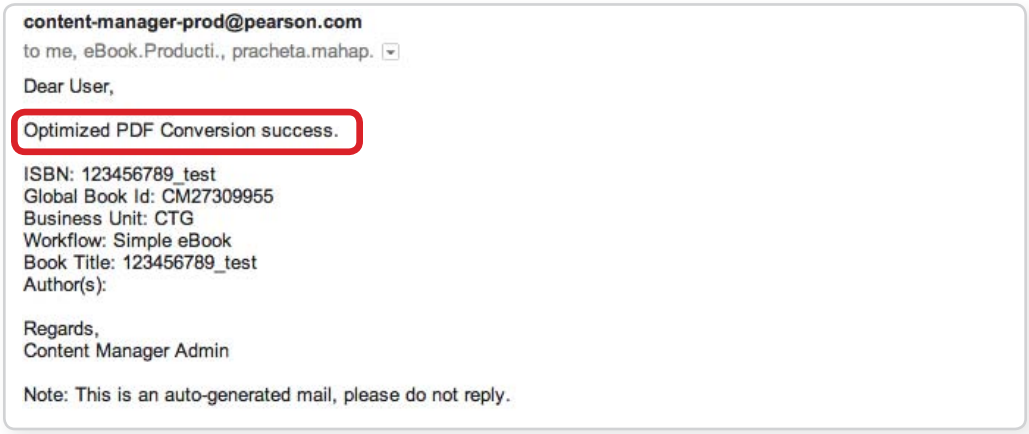
Note

Page ranges should span similar kinds of numbers. For example, use one or more page ranges for Arabic numbers, and one or more separate ranges for Roman numbers.

4 A message appears at the top of the screen, indicating that the manifest has been updated and will begin to generate optimized PDFs of the replacement pages, whether or not they are selected for subsequent ingestion(s).



5 When the optimized PDFs of the replacement pages are successfully generated, you receive an automated confirmation email message.



content-manager-prod@pearson.com
to me, eBook.Producti., pracheta.mahap.

Dear User,

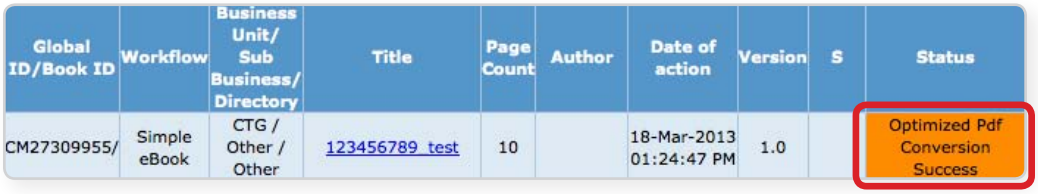
Optimized PDF Conversion success.

ISBN: 123456789_test
Global Book Id: CM27309955
Business Unit: CTG
Workflow: Simple eBook
Book Title: 123456789_test
Author(s):

Regards,
Content Manager Admin

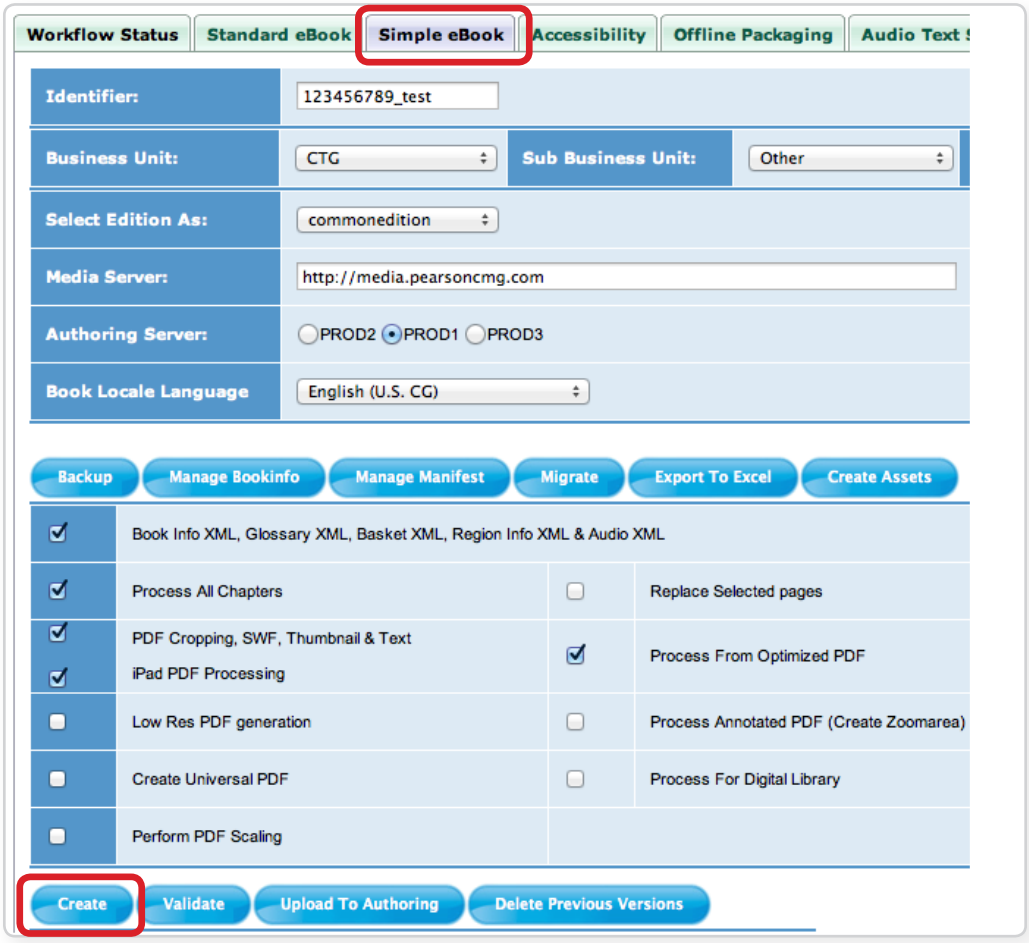
Note: This is an auto-generated mail, please do not reply.

6 Log in to the Content Manager, and note that the **Status** column on the **Workflow Status** tab confirms successful generation of the optimized PDFs.



Global ID/Book ID	Workflow	Business Unit/ Sub Business/ Directory	Title	Page Count	Author	Date of action	Version	S	Status
CM27309955/	Simple eBook	CTG / Other / Other	123456789_test	10		18-Mar-2013 01:24:47 PM	1.0		Optimized Pdf Conversion Success

7 Click the **Simple eBook** tab. Select any of the PDF processing check boxes and click the **Create** button.



Note

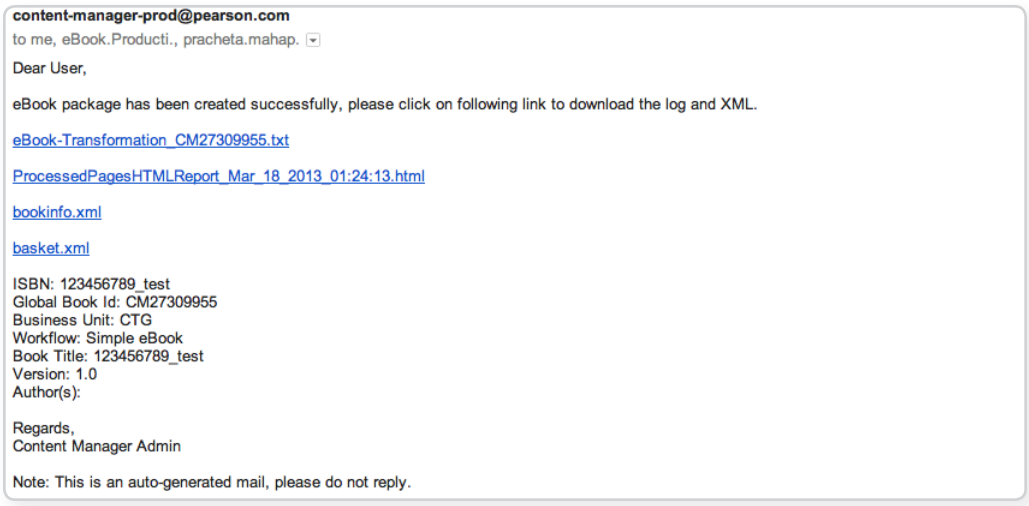
The Content Manager will queue the job and begin to process the replacement PDFs, and you will receive an automated confirmation message when the process is complete.

NOTES

- Unless the eText is also being processed for Digital Library, deselect the Process for Digital Library check box.
- If the replacement pages are not to be rendered from the Optimized PDFs, deselect the Process from Optimized PDF check box.

8 When the replacement process is complete, return to the **Content Manager**:

a An automated message, confirming successful validation or failure, is sent to the email address of the account that initiated validation.



content-manager-prod@pearson.com
to me, eBook.Producti., pracheta.mahap.

Dear User,

eBook package has been created successfully, please click on following link to download the log and XML.

eBook-Transformation_CM27309955.txt

ProcessedPagesHTMLReport_Mar_18_2013_01:24:13.html

bookinfo.xml

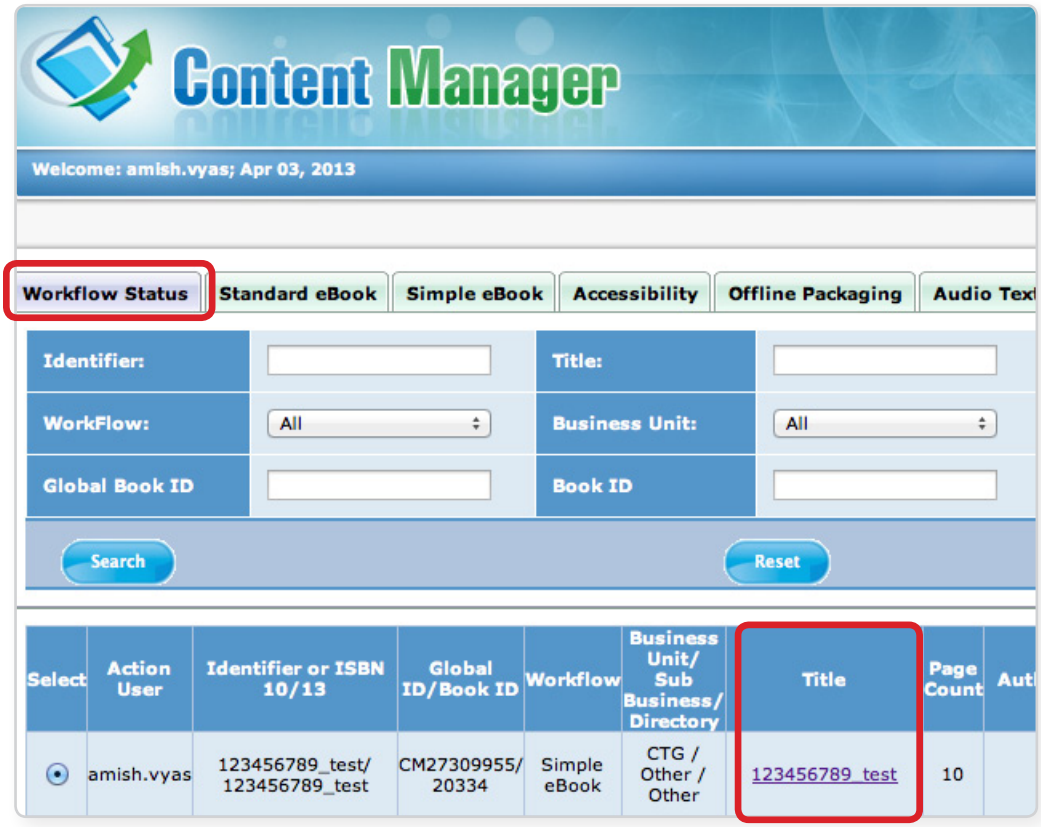
basket.xml

ISBN: 123456789_test
Global Book Id: CM27309955
Business Unit: CTG
Workflow: Simple eBook
Book Title: 123456789_test
Version: 1.0
Author(s):

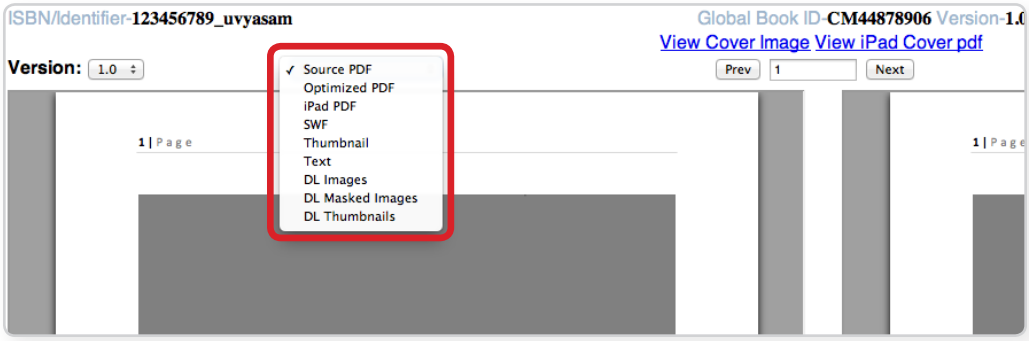
Regards,
Content Manager Admin

Note: This is an auto-generated mail, please do not reply.

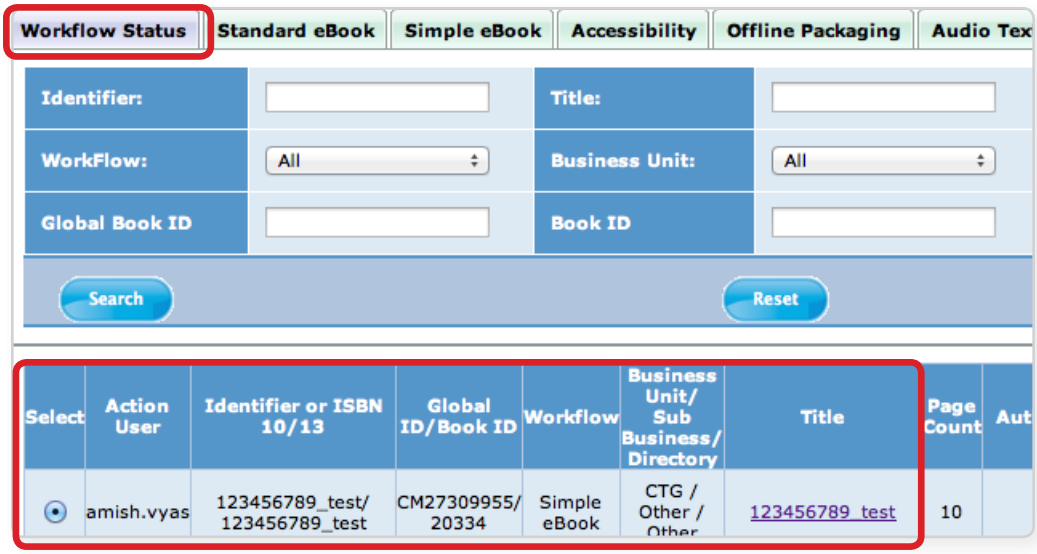
b Return to the Wofkflow Status tab and and click the eText's link under the **Title** column to launch the Content Manager's **Preview** window.



9 Review the replacement pages using the Content Manager's preview feature to ensure that any rendering issues have been resolved.



10 When all rendering issues are resolved, close the **Preview** window, and then select the eText on the **Workflow Status** tab.



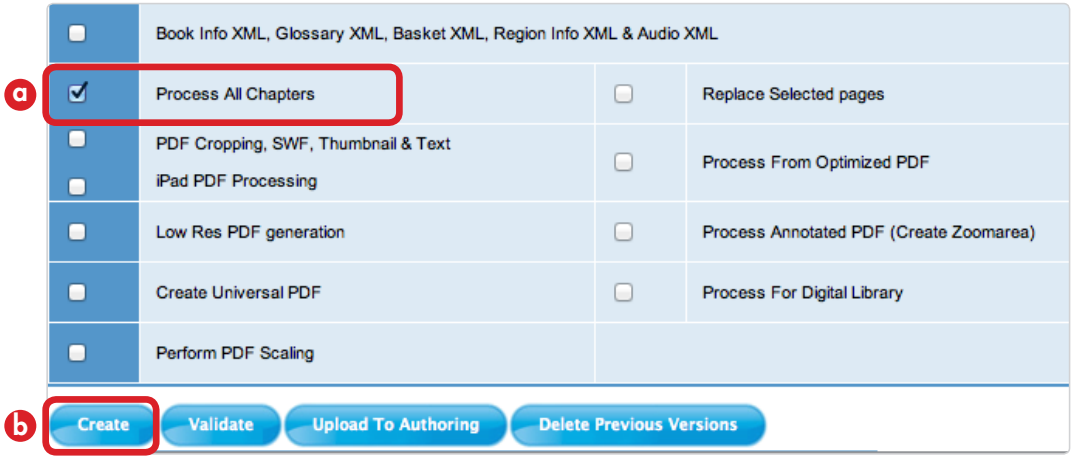
Note

If issues persist, repeat the process for replacing pages.

11 Click the **Simple eBook** tab.

a Select the **Process All Chapters** check box.

b Click the **Create** button. This resets the manifest so that all of the pages will be handled.



12 Validate the eText again. If successful, proceed to the next chapter.

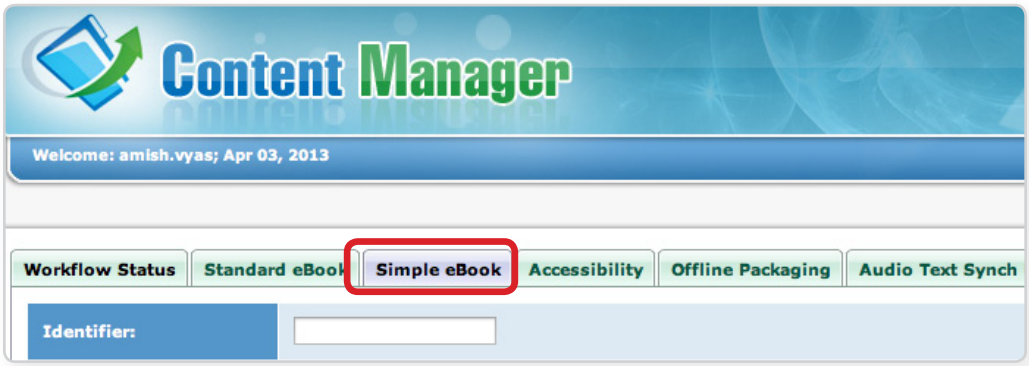
More Info

Refer to Validate the eText for process steps.

10 | Upload to the Authoring Server

When validation is successful, and the pages have been reviewed, you can then upload to the eText Authoring server.

1 Log into the Content Manager application. Select your eText, and then and click the **Simple eBook** tab.



2 Click the Upload to Authoring button at the bottom of the screen.

NOTE The default selection of Authoring server is based on the Business Unit selected during initial ingestion processing.
By default, Higher Ed, Custom and International eTexts will be uploaded to PROD1, Curriculum will be uploaded to PROD2 while the PROD3 is reserved for use by Pearson Custom Library (PCL) eTexts.

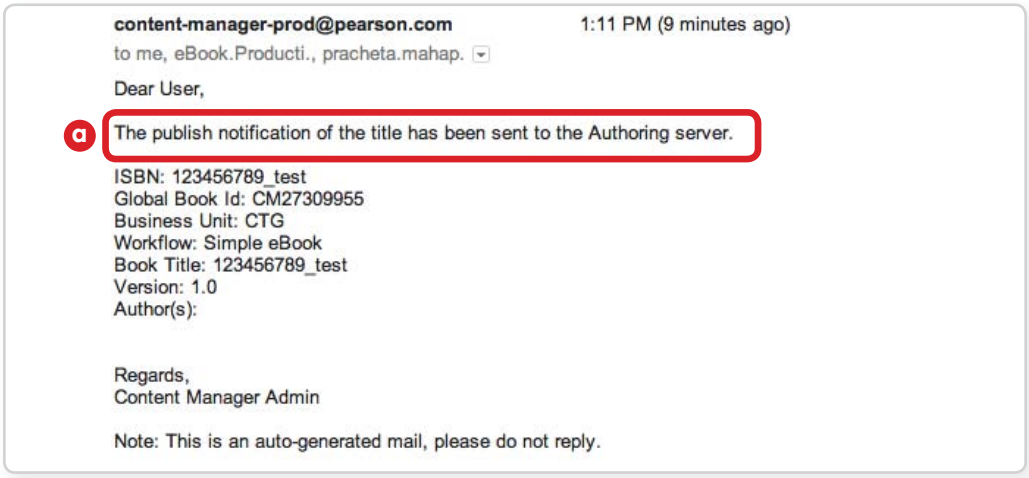
More Info

While it's not likely that the eText will need to be uploaded to a different authoring server than the default selection, you can select an alternate server on the **Simple eBook** *workflow tab.Generally, the default selection should be used.*

3 Two automated messages will be sent to the email address associated with the account used, to initiate the action:

a The first message will indicate that the eText has been sent to the Authoring server.

b The second message will indicate whether the eText has been successfully ingested into the Authoring.



content-manager-prod@pearson.com 1:11 PM (9 minutes ago)
to me, eBook.Producti., pracheta.mahap.

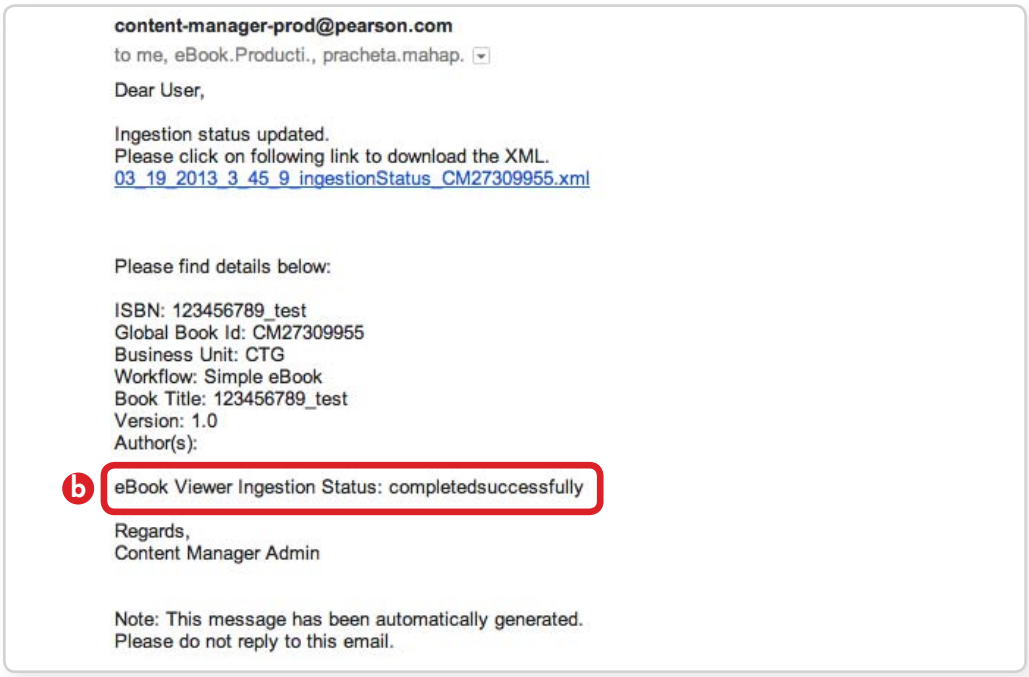
Dear User,

a The publish notification of the title has been sent to the Authoring server.

ISBN: 123456789_test
Global Book Id: CM27309955
Business Unit: CTG
Workflow: Simple eBook
Book Title: 123456789_test
Version: 1.0
Author(s):

Regards,
Content Manager Admin

Note: This is an auto-generated mail, please do not reply.



content-manager-prod@pearson.com
to me, eBook.Producti., pracheta.mahap.

Dear User,

Ingestion status updated.
Please click on following link to download the XML.
03_19_2013_3_45_9_ingestionStatus_CM27309955.xml

Please find details below:

ISBN: 123456789_test
Global Book Id: CM27309955
Business Unit: CTG
Workflow: Simple eBook
Book Title: 123456789_test
Version: 1.0
Author(s):

b eBook Viewer Ingestion Status: completedsuccessfully

Regards,
Content Manager Admin

Note: This message has been automatically generated.
Please do not reply to this email.

Note

If there is a problem with ingestion into the Authoring server, the message will include links to logs that should be helpful in diagnosing and correcting the situation.

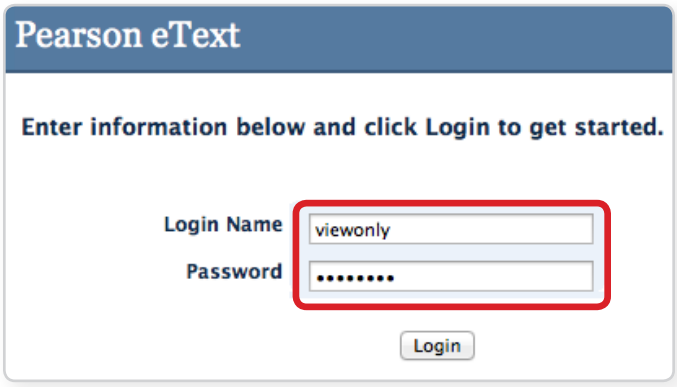
4 When the eText has been successfully uploaded to the Authoring server, return to the **Content Manager**. On the **Workflow Status** tab, locate your eText. Note that **PROD1** or **PROD2** appears as a link under the **S** column. Click the link.

Global ID/Book ID	Workflow	Business Unit/ Sub Business/ Directory	Title	Page Count	Author	Date of action	Version	S	Status
CM27309955/ 20334	Simple eBook	CTG / Other / Other	123456789_test	10		19-Mar-2013 03:45:09 AM	1.0	PROD1 P	Authoring Server Ingestion Successful, Step (7 of 9)

Note

With successful uploading to the Authoring server, the Book ID will also appear in the **Workflow Status** tab under the eText's Global Book ID.

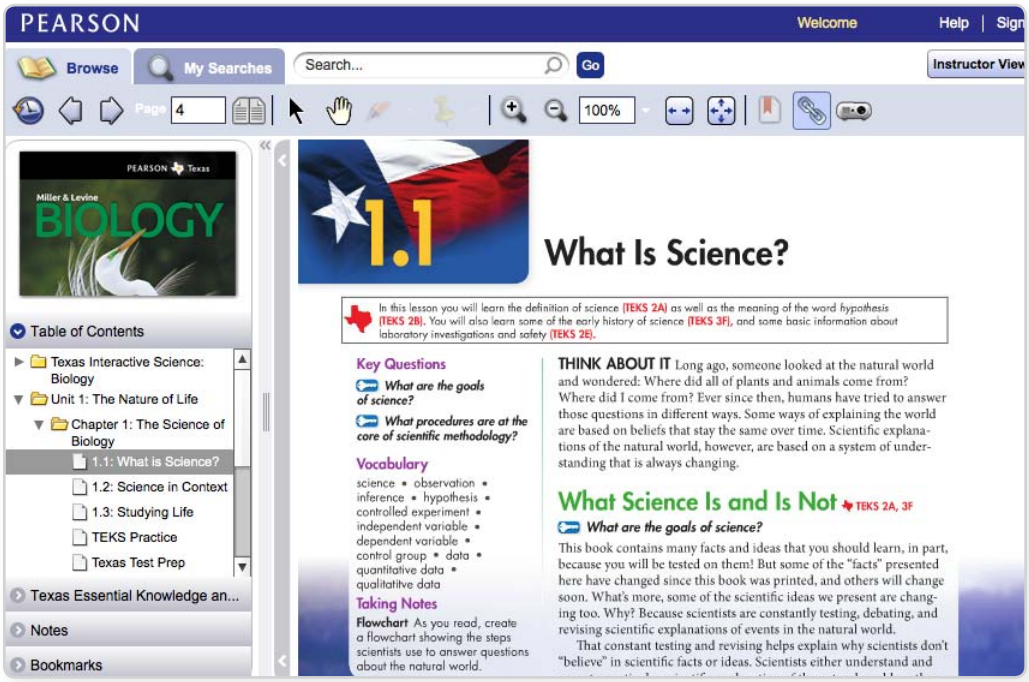
5 The Authoring server's **Preview** for the eText opens in a separate window. To access the eText preview, type the credentials into the **Login Name** and **Password** textboxes, and then click the **Login** button.



Note

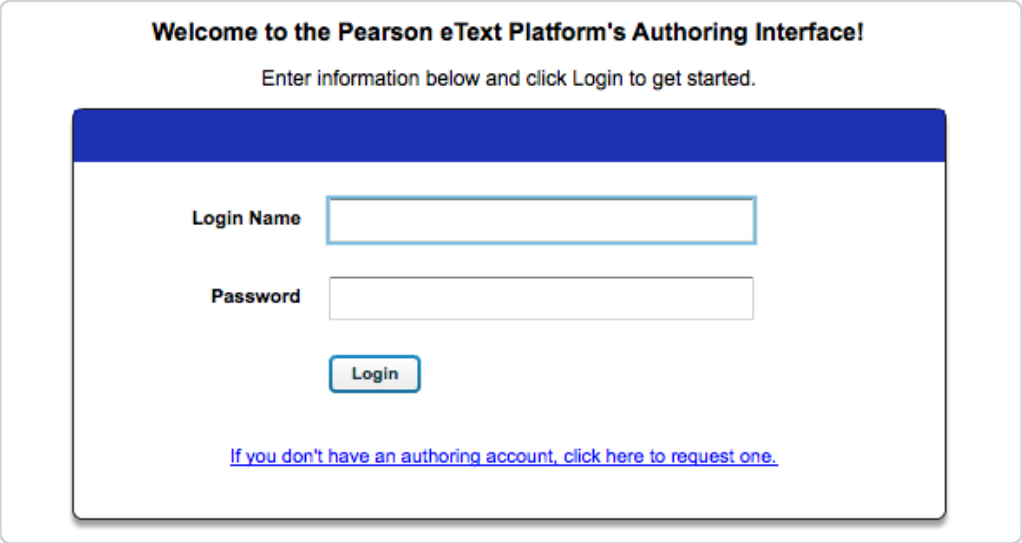
Use the shared credentials to log in to the eText **Preview**.
Login Name: viewonly
Password: pa55word

6 The eText loads in the **Preview** window.


PEARSON
Welcome
Help | Sign
Browse
My Searches
Search...
Go
Instructor View
Page 4
100%
PEARSON Texas
Miller & Levine
BIOLOGY
Table of Contents
Texas Interactive Science: Biology
Unit 1: The Nature of Life
Chapter 1: The Science of Biology
1.1: What is Science?
1.2: Science in Context
1.3: Studying Life
TEKS Practice
Texas Test Prep
Texas Essential Knowledge an...
Notes
Bookmarks
1.1
What Is Science?
In this lesson you will learn the definition of science (TEKS 2A) as well as the meaning of the word hypothesis (TEKS 2B). You will also learn some of the early history of science (TEKS 3F), and some basic information about laboratory investigations and safety (TEKS 2E).
Key Questions
What are the goals of science?
What procedures are at the core of scientific methodology?
Vocabulary
science • observation • inference • hypothesis • controlled experiment • independent variable • dependent variable • control group • data • quantitative data • qualitative data
Taking Notes
Flowchart As you read, create a flowchart showing the steps scientists use to answer questions about the natural world.
THINK ABOUT IT Long ago, someone looked at the natural world and wondered: Where did all of plants and animals come from? Where did I come from? Ever since then, humans have tried to answer those questions in different ways. Some ways of explaining the world are based on beliefs that stay the same over time. Scientific explanations of the natural world, however, are based on a system of understanding that is always changing.
What Science Is and Is Not TEKS 2A, 3F
What are the goals of science?
This book contains many facts and ideas that you should learn, in part, because you will be tested on them! But some of the "facts" presented here have changed since this book was printed, and others will change soon. What's more, some of the scientific ideas we present are changing too. Why? Because scientists are constantly testing, debating, and revising scientific explanations of events in the natural world.
That constant testing and revising helps explain why scientists don't "believe" in scientific facts or ideas. Scientists either understand and

11 | Review the eText in the Authoring Server

1 Navigate to the authoring server on your browser and type your credentials into the **Login Name** and **Password** text boxes, then click the **Login** button.


Welcome to the Pearson eText Platform's Authoring Interface!
Enter information below and click Login to get started.
Login Name
Password
Login
If you don't have an authoring account, click here to request one.

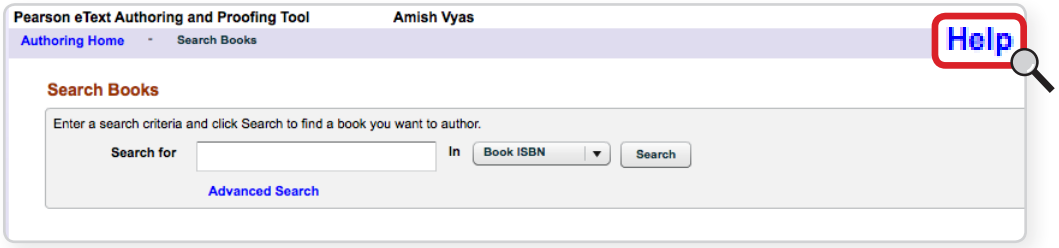
NOTES To access the authoring server, click on an appropriate link below:

- PROD 1 (Higher Ed, International, PLS): http://auth.ebookplus.pearsoncmg.com/ebook/authoring.do
- PROD2 (School group): http://auth.etext.home2.pearsoncmg.com/ebook/authoring.do

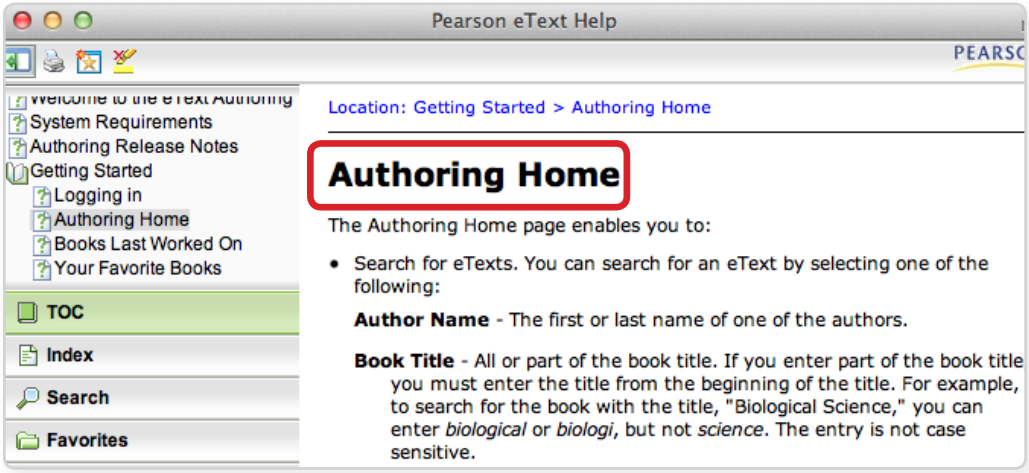
More Info

After you receive an automated email message, that the upload of the eText to the appropriate Authoring server was successful, you can then review the eText in the authoring server.

2 The Authoring server has an online contextual Help system. To access the online contextual help system at any time, click the **Help** button.



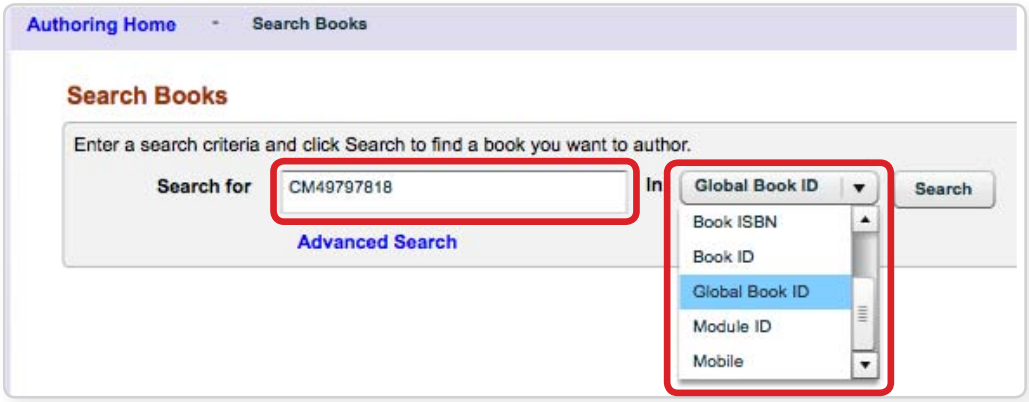
3 The **Pearson eText Help** system opens in a new window with information relevant to the currently viewed page in the authoring server. Navigate the help system as needed. When finished, close the window.


Pearson eText Help
System Requirements
Authoring Release Notes
Getting Started
Logging in
Authoring Home
Books Last Worked On
Your Favorite Books
TOC
Index
Search
Favorites
Location: Getting Started > Authoring Home
Authoring Home
The Authoring Home page enables you to:
Search for eTexts. You can search for an eText by selecting one of the following:
Author Name - The first or last name of one of the authors.
Book Title - All or part of the book title. If you enter part of the book title you must enter the title from the beginning of the title. For example, to search for the book with the title, "Biological Science," you can enter biological or biologi, but not science. The entry is not case sensitive.

Quick Tip

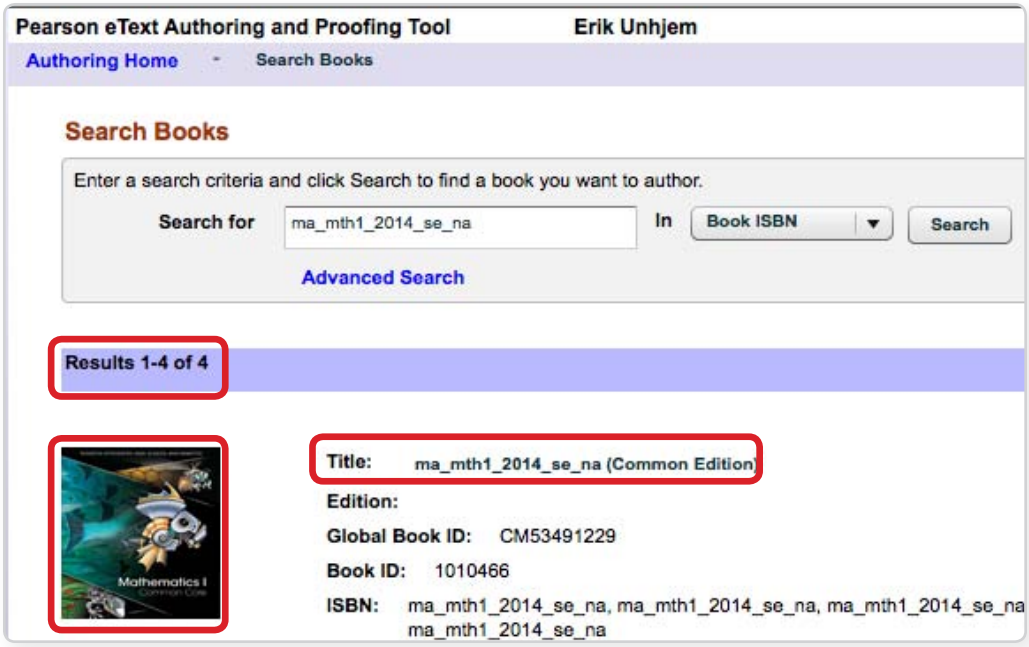
The Authoring server home bookshelf will be empty on first login. After a few eTexts have been found and entered, as many as five eTexts will be displayed, with the most recently viewed eText at the top of the list.

4 In the authoring server, define the search parameters for your eText, and then click the **Search** button.



NOTE There are various search parameters listed in the dropdown selector, such as Author, Title, ISBN, etc. However, none of them are as reliable as the Book ID or Global Book ID.

5 Search results of all eTexts that meet your search parameters appear along with a thumbnail of the cover. Locate your eText and verify that the cover thumbnail displays correctly. Then click on either the eText's thumbnail cover or the eText's title.

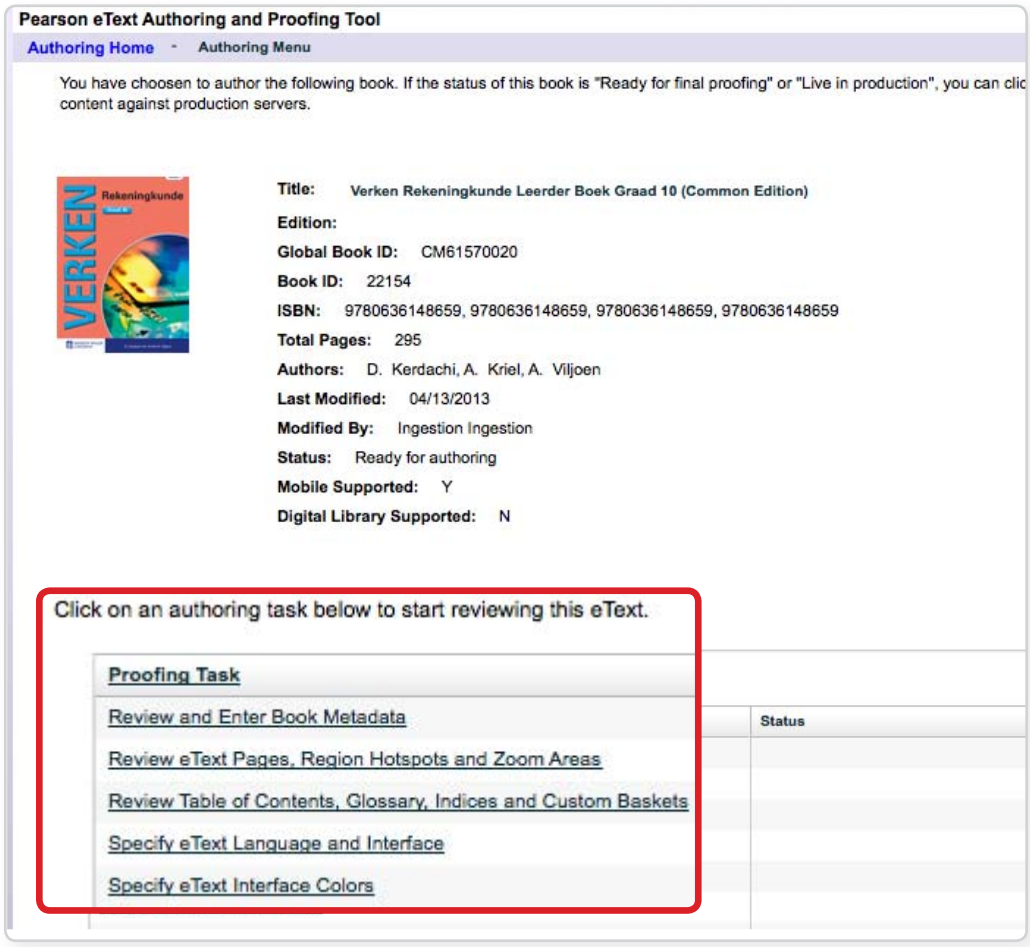


Quick Tip

Search using Book ID or Global Book ID yields the best results

Searching by ISBN, for example, can yield as many as four or more results, and while some of those results may be pointing to the same eText, there are some instances where more than one eText may share an ISBN with another. Searching by Title or Author on the other hand, may yield many results.

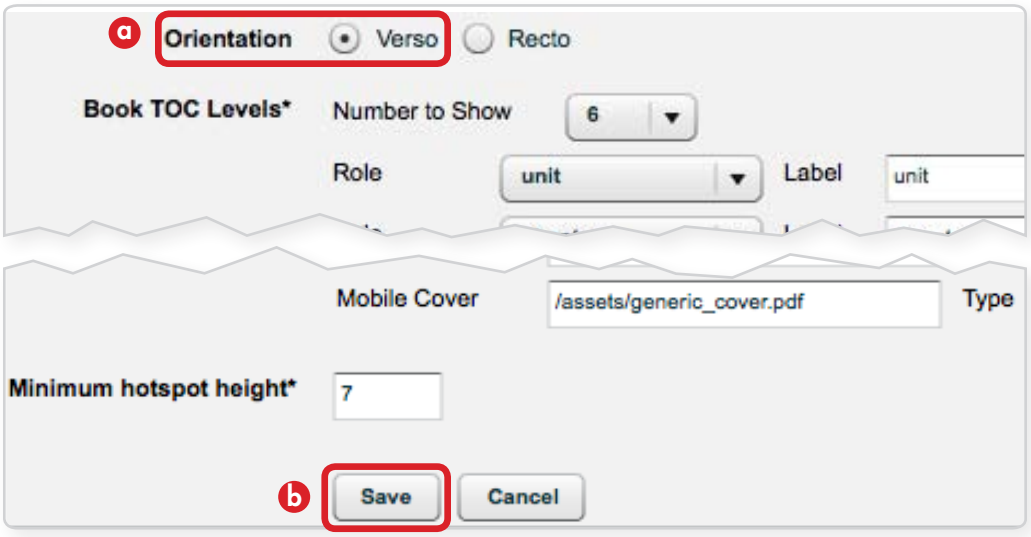
6 The **Authoring Menu** screen appears. Authoring tasks display under the **Proofing Task** column, which enable you can make custom changes to the eText. Click a link to open an authoring task.


Pearson eText Authoring and Proofing Tool
Authoring Home - Authoring Menu
You have choosen to author the following book. If the status of this book is "Ready for final proofing" or "Live in production", you can clic
content against production servers.
Title: Verken Rekeningkunde Leerder Boek Graad 10 (Common Edition)
Edition:
Global Book ID: CM61570020
Book ID: 22154
ISBN: 9780636148659, 9780636148659, 9780636148659, 9780636148659
Total Pages: 295
Authors: D. Kerdachi, A. Kriel, A. Viljoen
Last Modified: 04/13/2013
Modified By: Ingestion Ingestion
Status: Ready for authoring
Mobile Supported: Y
Digital Library Supported: N
Click on an authoring task below to start reviewing this eText.
Proofing Task
Status
Review and Enter Book Metadata
Review eText Pages, Region Hotspots and Zoom Areas
Review Table of Contents, Glossary, Indices and Custom Baskets
Specify eText Language and Interface
Specify eText Interface Colors

7 Click **Review and Enter Book Metadata** if the eText is designed to open with a left-hand page, instead of the default right-hand page. The **Book Meta Data** screen appears.

a At the **Orientation** option, select the **Verso** radio button.

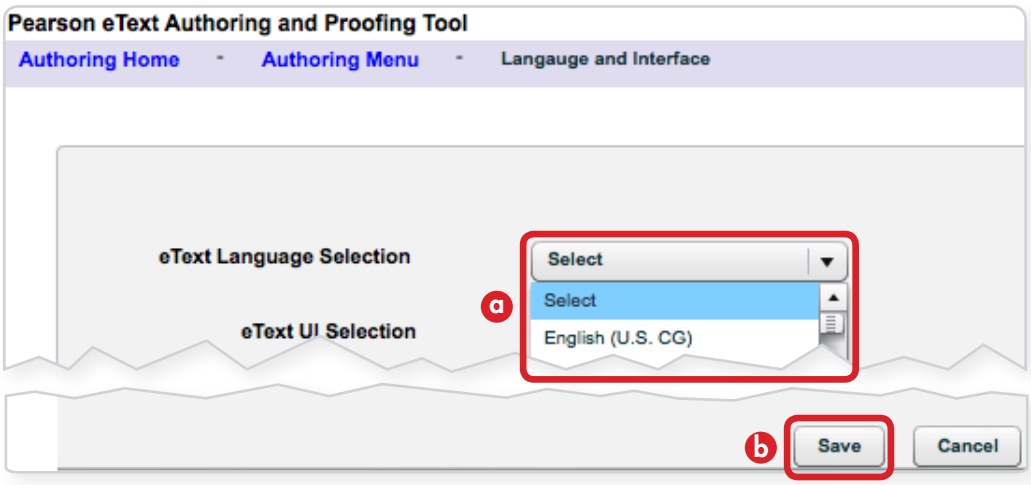
b Click **Save**.



8 Click **Specify eText Language and Interface** to change the interface language, the UI skin or to use underlined hotspots. The **Launguage and Interface** screen appears.

a Make the appropriate selections.

b Click the **Save** button.



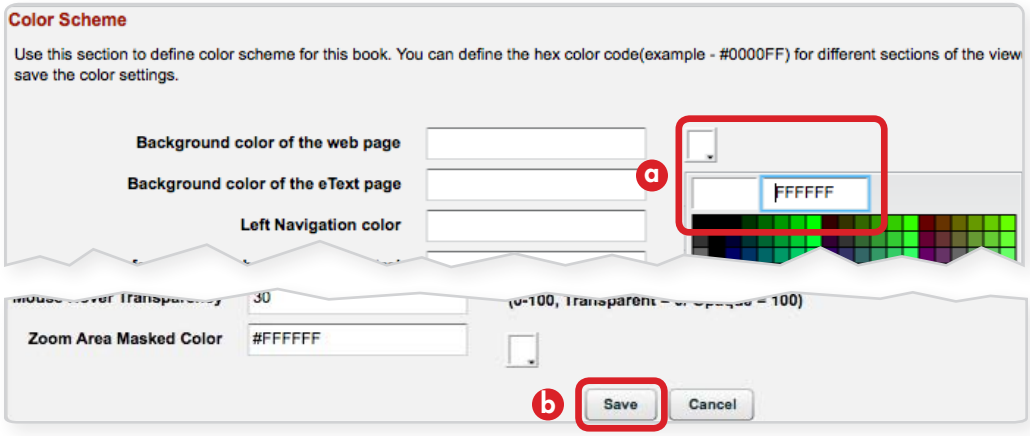
More Info

Refer to the Webmonkey Color Charts web page for a handy chart of hex values.

9 Click **Specify eText Interface Colours** to make changes to hotspot colors. The **Interface Colors** screen appears.

a Type in the hex value for the color.

b Click the **Save** button.

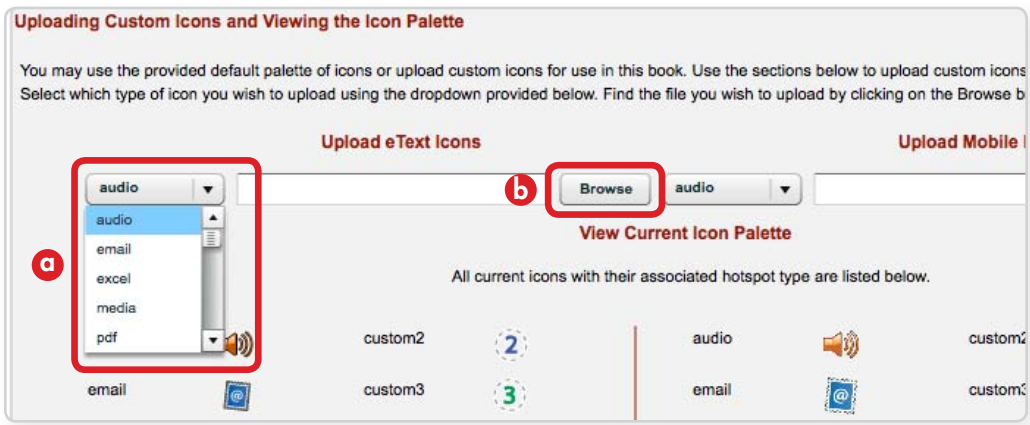

Color Scheme
Use this section to define color scheme for this book. You can define the hex color code(example - #0000FF) for different sections of the view
save the color settings.
Background color of the web page
Background color of the eText page
Left Navigation color
FFFFFF
a
Zoom Area Masked Color
#FFFFFF
b
Save
Cancel

NOTE If a Glossary is included, verify that, when clicked, terms in the Glossary basket launch the Glossary window and display the correct term and its definition.

10 Click Upload Custom Icons to install any custom icons. The **Upload Custom Icons** screen appears.

a Select the icon to be installed from the dropdown.

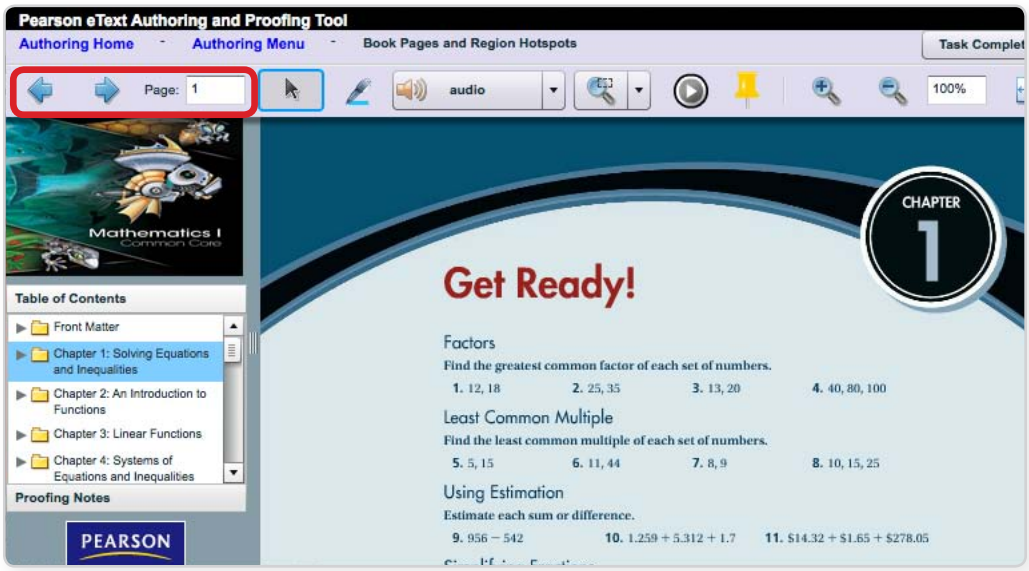
b Click the **Browse** button to navigate to and select the icon on your computer.



Note

The left half of the screen is for installing the Flash-based icons for use with the Mac/Windows view. The right side is for installing the PNG format icons that for use with the Mobile view.

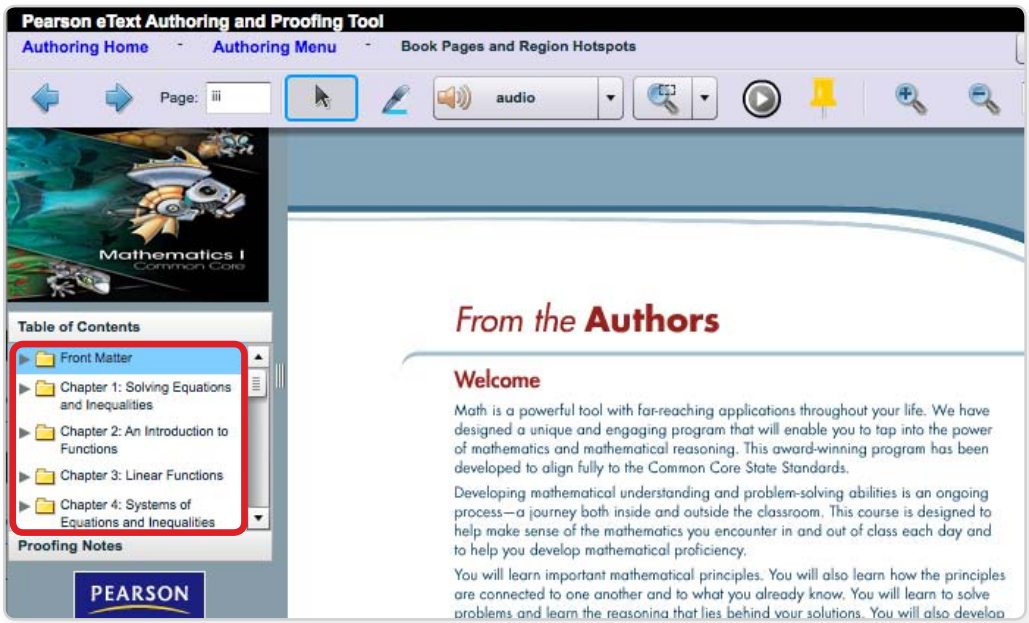
11 After all modifications have been made,click **Review eText Pages, Region Hotspots and Zoom Areas**. The main eText authoring and editing window opens.



Note

Verify that the cover, navigationbar images, and baskets such as **Table of Contents** and **Glossary** (if applicable) are visible and functional.

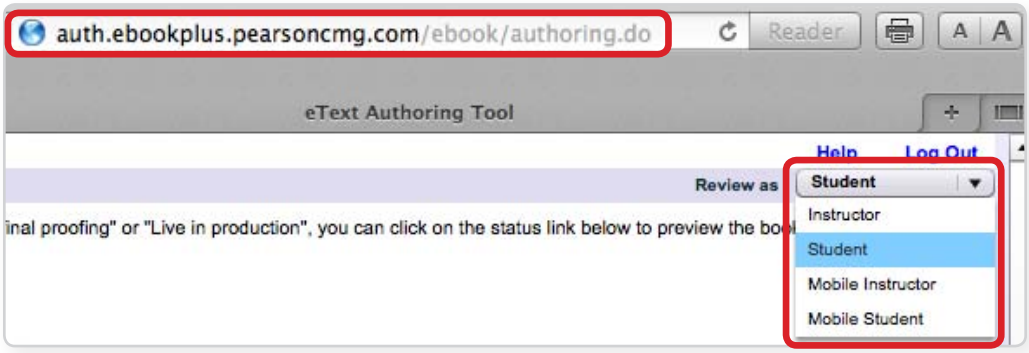
12 Verify the organization and structure of the Table of Contents, and click the various listings to verify that they point to the correct pages.


Pearson eText Authoring and Proofing Tool
Authoring Home
Authoring Menu
Book Pages and Region Hotspots
Page: iii
audio
Mathematics I
Common Core
Table of Contents
Front Matter
Chapter 1: Solving Equations and Inequalities
Chapter 2: An Introduction to Functions
Chapter 3: Linear Functions
Chapter 4: Systems of Equations and Inequalities
Proofing Notes
PEARSON
From the Authors
Welcome
Math is a powerful tool with far-reaching applications throughout your life. We have designed a unique and engaging program that will enable you to tap into the power of mathematics and mathematical reasoning. This award-winning program has been developed to align fully to the Common Core State Standards.
Developing mathematical understanding and problem-solving abilities is an ongoing process—a journey both inside and outside the classroom. This course is designed to help make sense of the mathematics you encounter in and out of class each day and to help you develop mathematical proficiency.
You will learn important mathematical principles. You will also learn how the principles are connected to one another and to what you already know. You will learn to solve problems and learn the reasoning that lies behind your solutions. You will also develop

Note

Check that any special characters in the TOC and Glossary (if they are used) are displayed correctly

13 To launch the eText Authoring Preview, click the **Review as** drop-down menu and select **Student**.



14 At the cover page, click the page forward arrow. Click the two-page view icon on the toolbar. View the first page of the eText to verify if it is displayed correctly as a right or left-hand page.

NOTES Verify that:

- **a** The pages are cropped and rendered correctly.
- **b** There is no unsightly gap between the pages.
- **c** The hotspots are the correct size, position and function.

15 When your review of the eText is complete, the eText is ready for First Review. Copy the URL's of the various **eText Previews** and email it, along with the shared access credentials, to the BU contact.

Note

Use the shared credentials to log in to the eText **Preview**.
Login Name: viewonly
Password: pa55word

Quick Tip

Though the links should not need editing, they can be adjusted using the eText Authoring server's Link Editing panel.

Quick Tip

Click the arrows on the toolbar to advance through the pages and review the eText. Jump to a specific page by entering the page number in the Page window, and then press Enter.

12 | Begin First Corrections

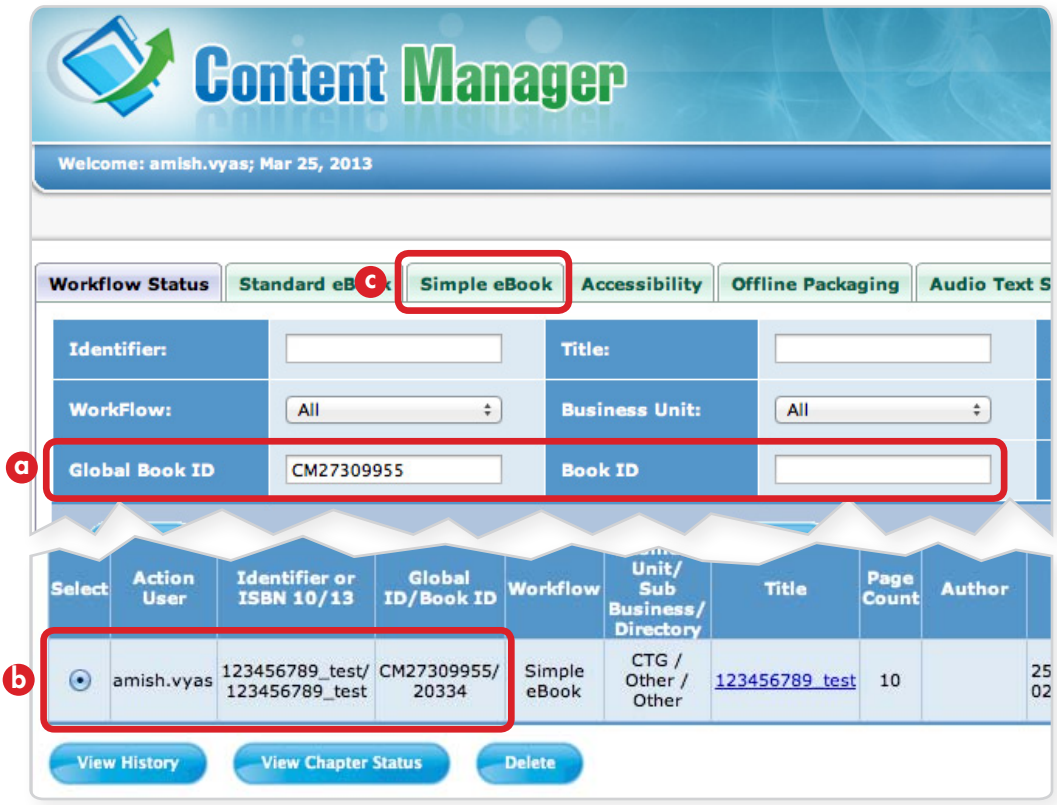
After a review by the Business Unit, if there is a need to replace or make modification to eText pages, first create a self-derivative copy to capture and incorporate any edits that may have been made in the authoring server.

Create a Self-Derivative

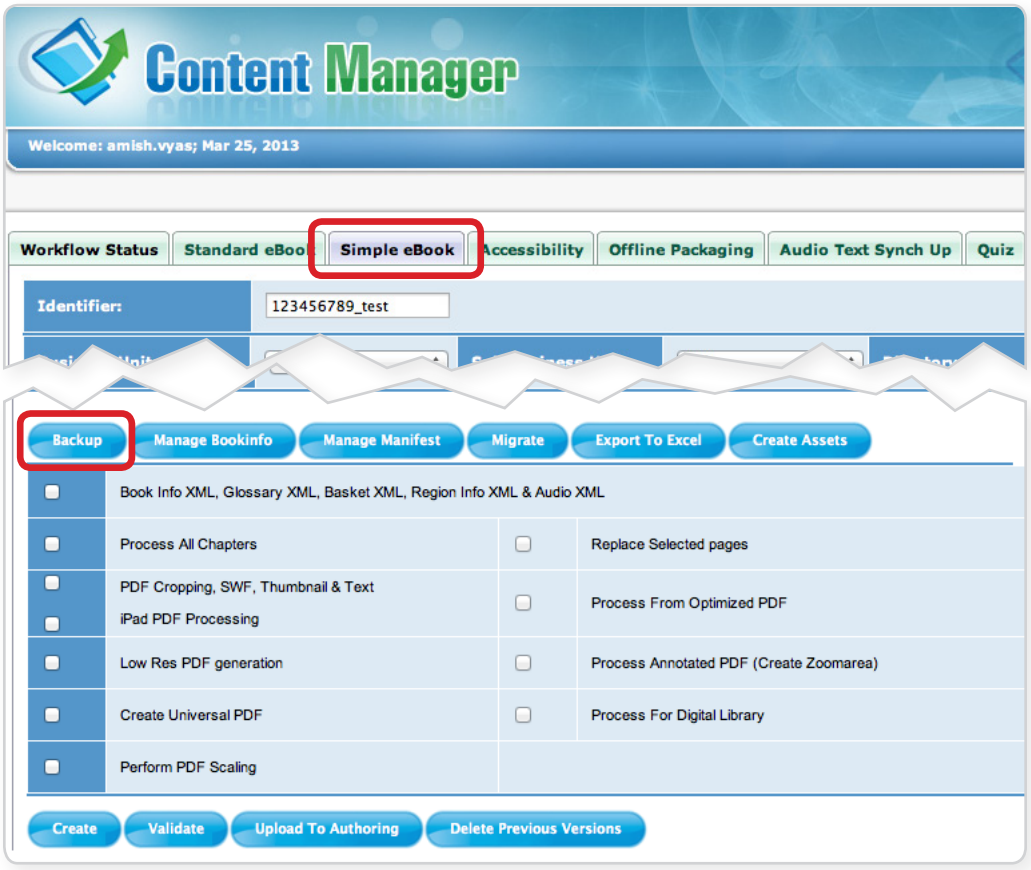
To create a self-derivative copy, the eText must first be exported from the Authoring server. This is done using the Content Manager utilitty.

1 Log into the Content Manager:

- **a** Search for the eText using either the Book ID or Global Book ID.
- **b** Select the eText.
- **c** Navigate to the **Simple eBook** workflow tab.



2 Once on the **Simple eBook** workflow tab, click the **Backup** button



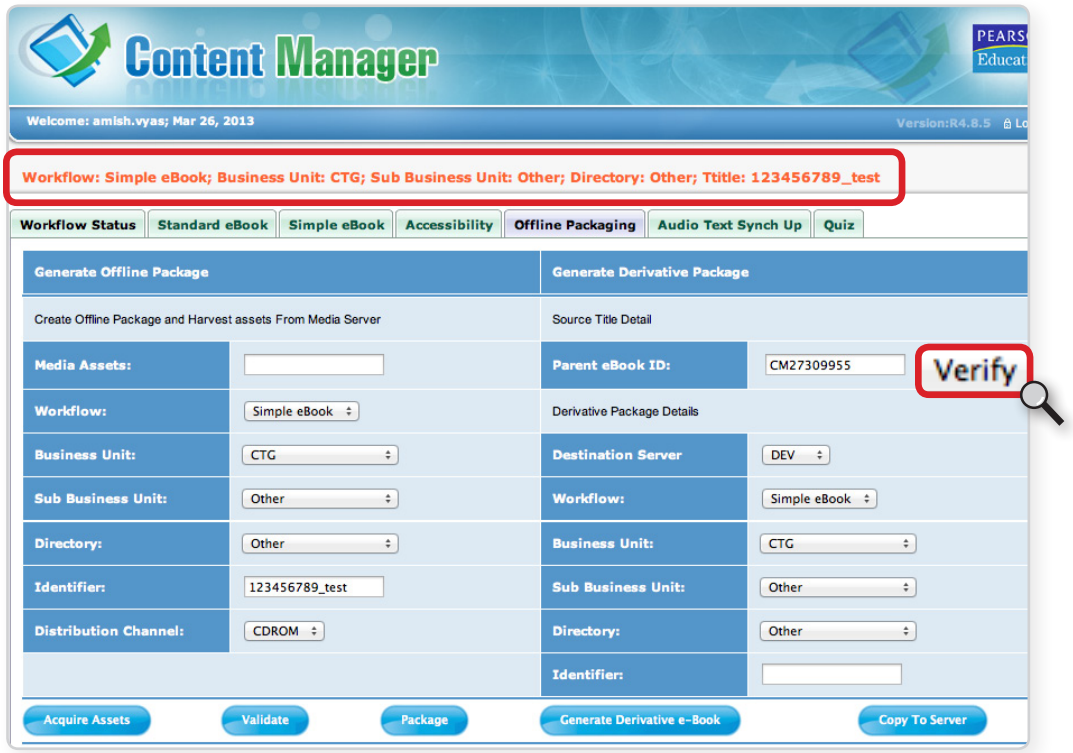
3 An automated email message confirms the export status. If the export is successful, click the **Offline Packaging** tab.

Export Completed for /simpleebook/ctg/other/other/123456789_test for eBook Export (F
ebookplus@pearsoncmg.com
to me
eBook Export export of /simpleebook/ctg/other/other/123456789_test is completed and available for download:
http://ebookcm.pearsoncmg.com/content/simpleebook/ctg/other/other/123456789_test/final/ebookexport
This file will be available for 30 days.

Quick Tip

Ensure that the eText is selected in the **Workflow Status** tab, before navigating to the **Offline Packaging** tab.

4 With the eText selected on the **Workflow Status** tab, click on the **Offline Packaging** tab. On the **Offline Packaging** tab, click the **Verify** button to confirm that the exported files are available for use.

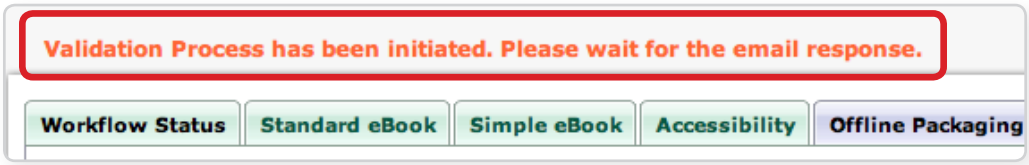


5 Follow the below steps:

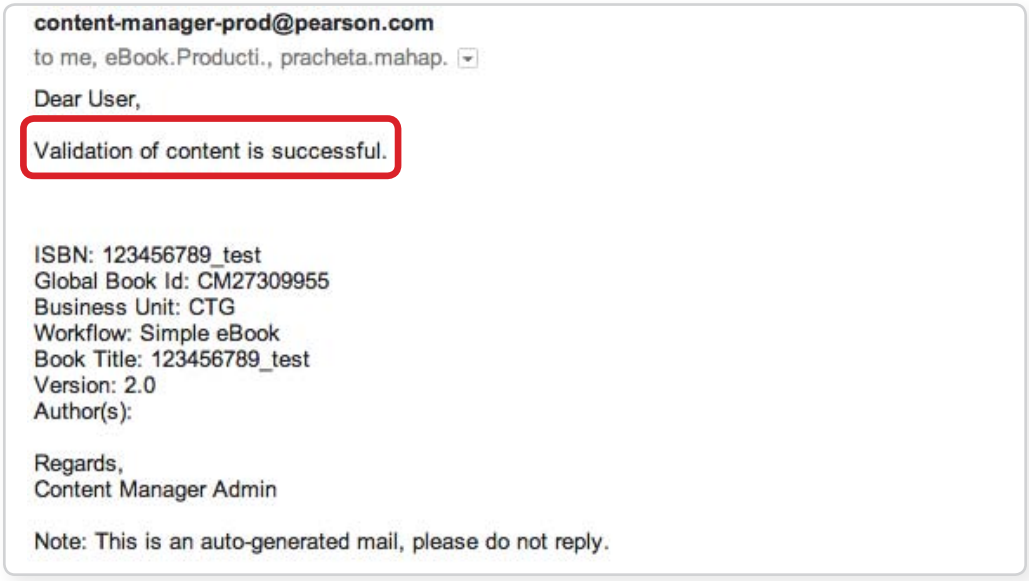
- **a** Copy the Identifier from the left-hand side of the tab.
- **b** Paste it into the Identifier field on the right-hand side.
- **c** Click the **Generate Derivative eBook** button along the bottom edge of the tab.

NOTE With the eText successfully backed up and those files used to create a self-derivative, the eText can be safely edited to make further modifications or add various enhancements. The backup can be used to restore the content if anything goes wrong.

6 A status message at the top of the screen indicates that the process has begun. When the process is complete an automated e-mail message confirms successful validation of the self-derivative.



On-screen status message



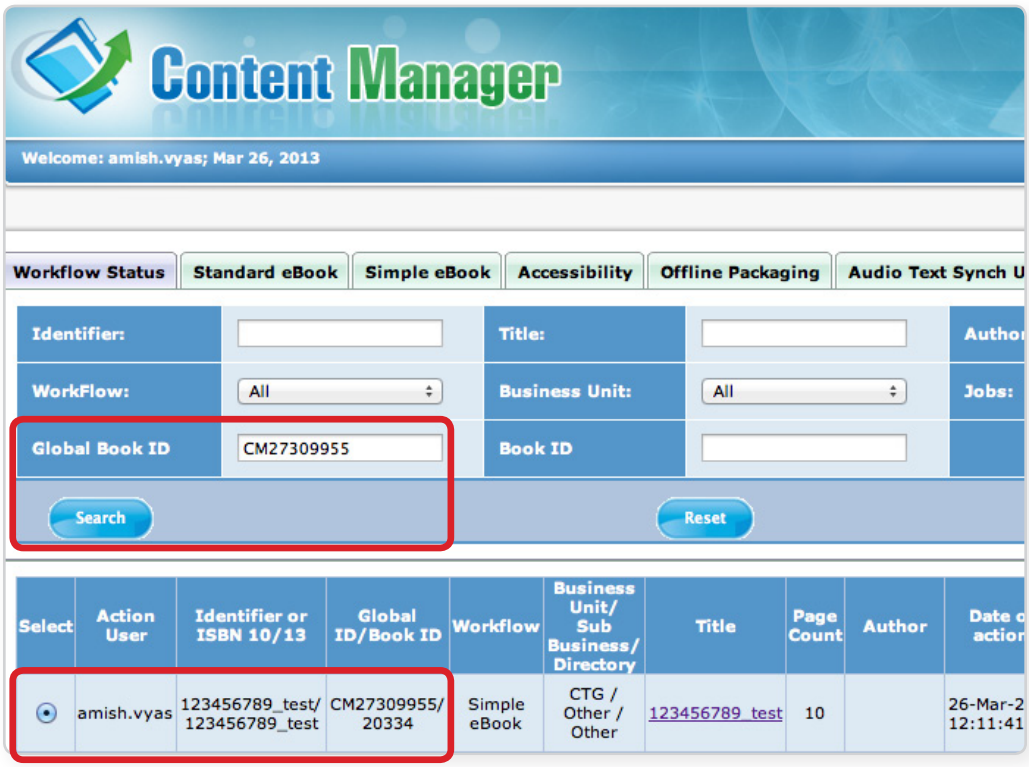
E-Mail confirmation

NOTE If any validation errors are encountered, they will need to be resolved before proceeding.

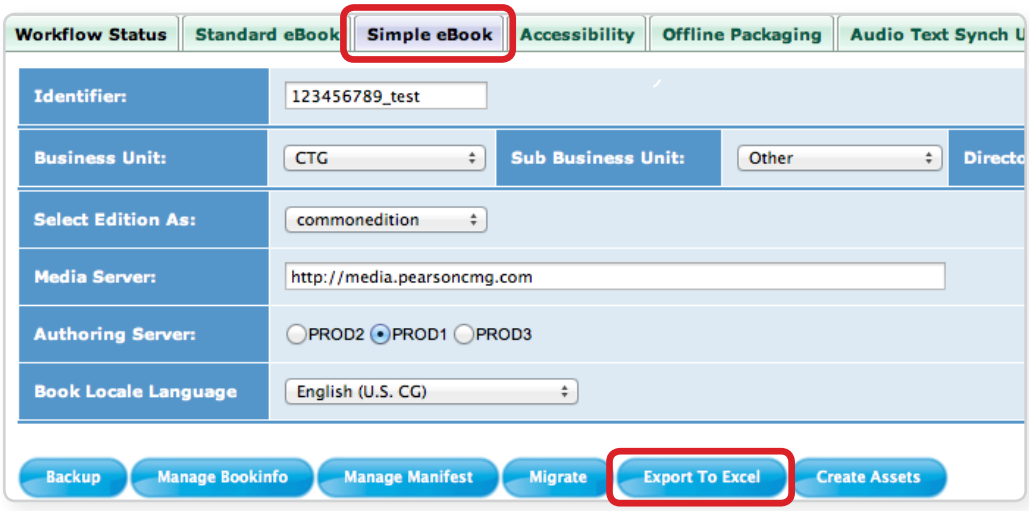
Export to MS Excel

In many cases, the content exported from the Authoring server can be transformed back into a Microsoft Excel spreadsheet. This it is particularly useful when additional baskets or additional links are to be added to the eText.

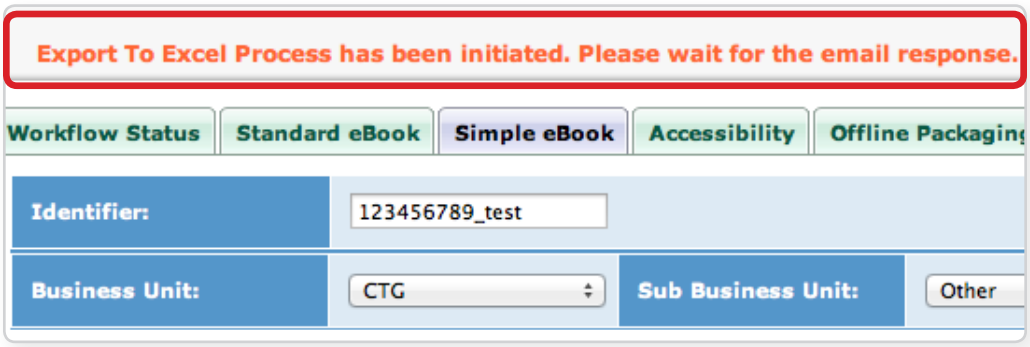
1 To export the eText content to an XLS spreadsheet, on the **Workflow Status tab** of the Content Manager, search for the eText and select it.



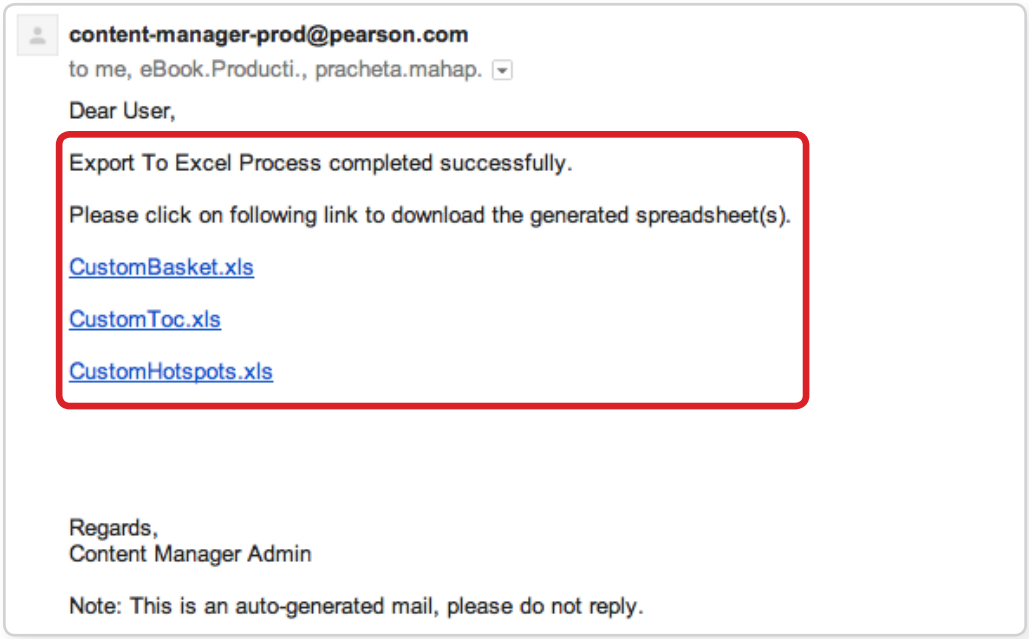
2 Navigate to the **Simple eBook** workflow tab, and then click the **Export to Excel** tab.



3 A status message appears indicating that the export process has begun. When complete, an automated e-mail message with links to download the various Excel spreadsheets that have been generated confirms a successful export.

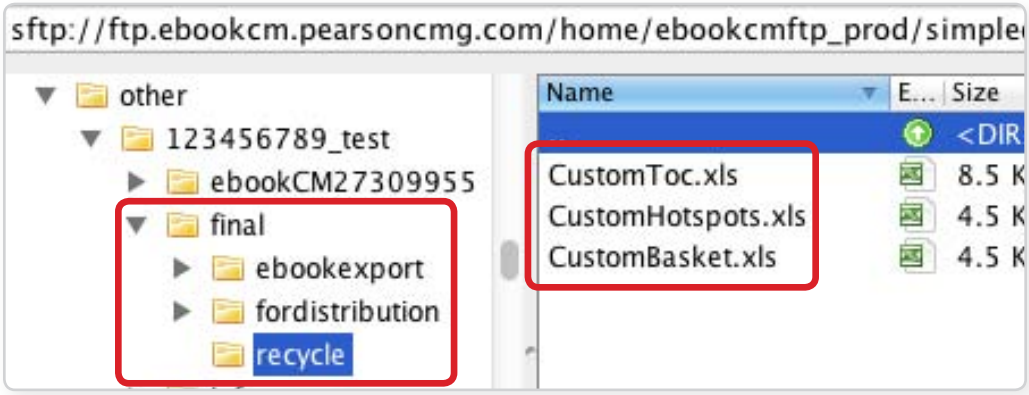


On-screen status message



E-Mail confirmation

NOTE The exported spreadsheets can also be found in the final/recycle directory located at the top level of the eText's parent enclosing folder, and can be downloaded from there with an FTP client.



Merge Additional Content

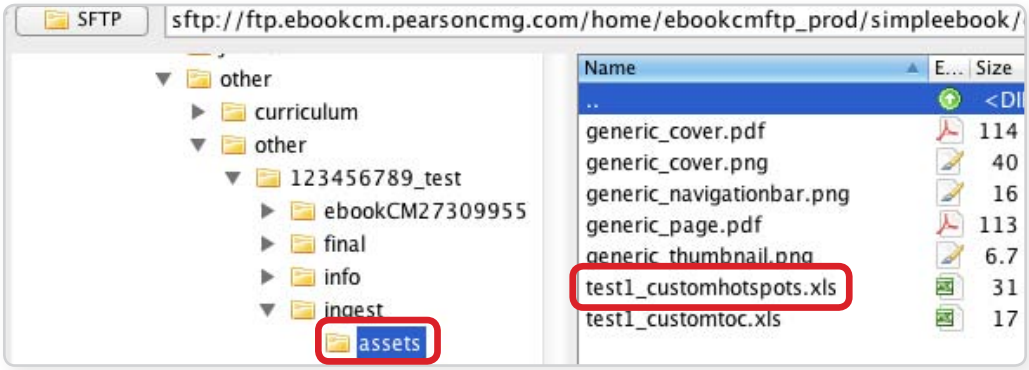
Exported spreadsheets can also be merged with other corresponding spreadsheets provided by the Business Unit to be incorporated into the eText. This is especially important for ingesting additional baskets through a CustomBasket.xls spreadsheet or when additional links need to be added or edited after the first time a CustomHotspot.xls spreadsheet provided by the BU has been ingested.

1 When the BU provides additional links in the form of a CustomHotspot.xls spreadsheet, select the content of the cells, copy it and paste it into the exported spreadsheet at the end of that spreadsheet's existing content. Ensure that the columns align, leaving no blank rows.

Ingest the CustomHotspot.xls spreadsheet

1 Download the CustomHotspot spreadsheet template and its guidelines at: http://media.pearsoncmg.com/cmg/intranet/ebookplus/spreadsheet.html.

2 Upload the edited spreadsheet to the eText's **ingest** / **assets** directory within the enclosing parent folder of the eText, using an FTP client.

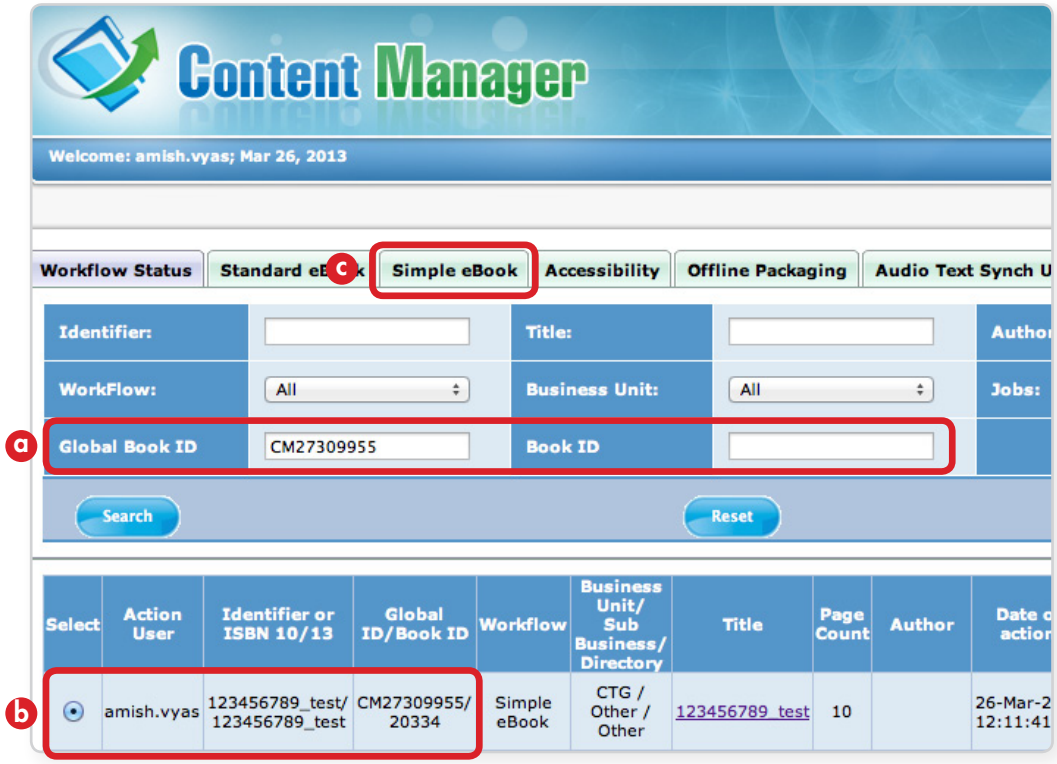


3 Log into the Content Manager:

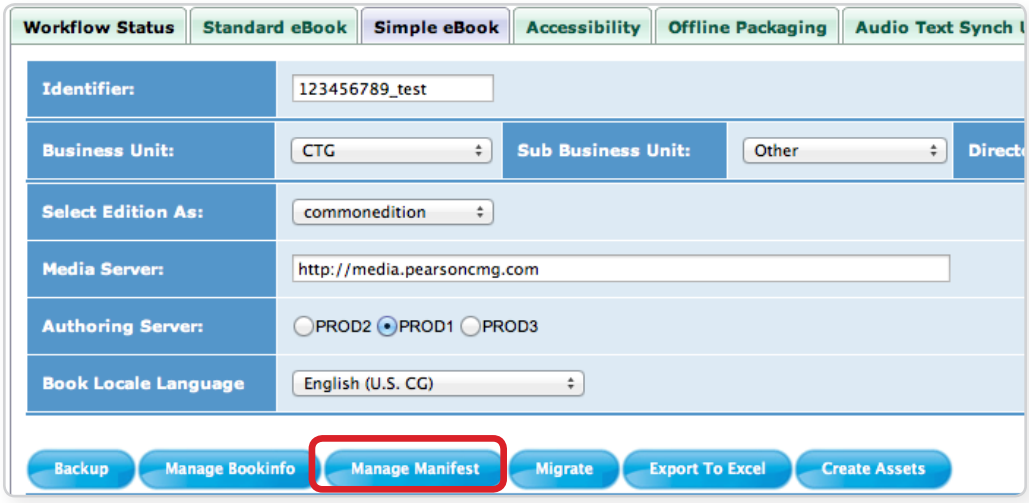
a On the **Workflow Status** tab, search for the eText using the **Book ID** or **Global Book ID**.

b Select the eText that displays, by clicking on the **radio button**.

c Then select the **Simple eBook** workflow tab.



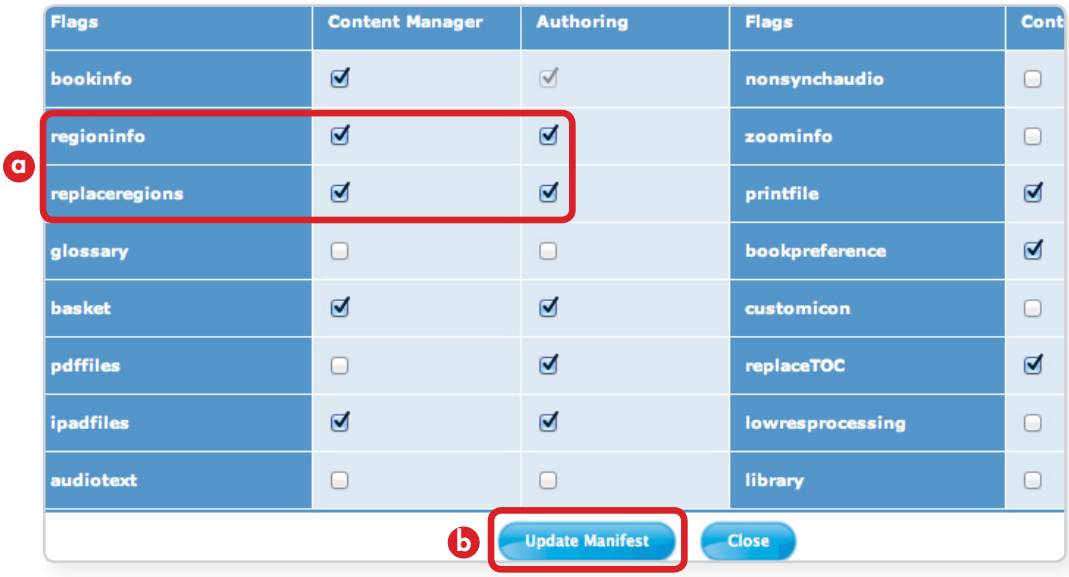
4 On the **Simple eBook** tab, click the **Manage Manifest** button.



5 The **Manage Manifest** Page opens in a separate window:

a Select the check boxes for regioninfo and for replaceregions in both the Content Manager and Authoring columns to process the spreadsheet.

b Click the Update Manifest button.



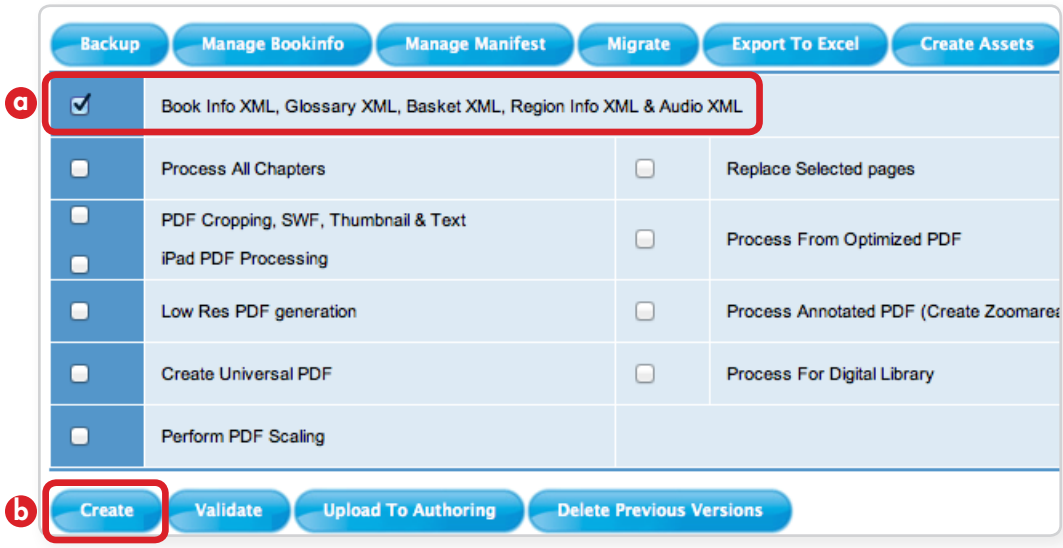
Quick Tip

If the eText has not been backed up and a self-derivative generated, de-select the replace regions check boxes under both the Content Manager and Authoring columns in the Manage Manifest window

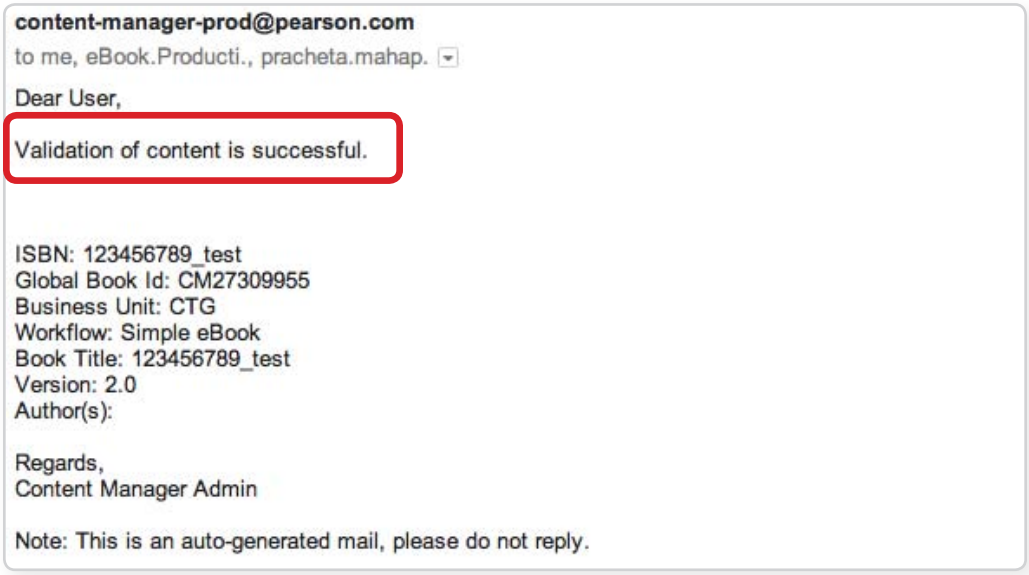
6 On the Simple eBook tab:

a Click the check box for **Book Info XML, Glossary XML, Basket XML, Region Info XML & Audio XML**.

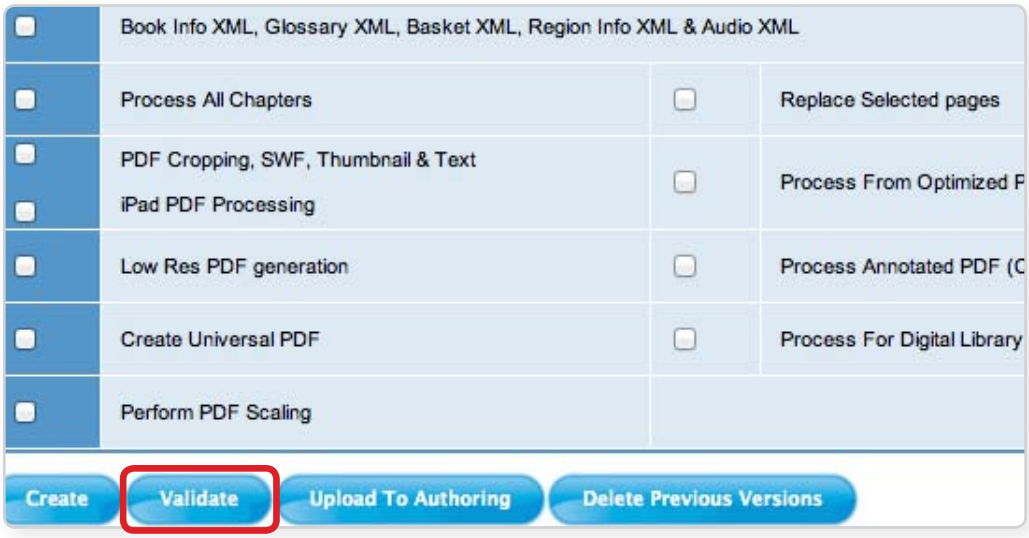
b Then click the **Create** button.



7 When ingestion is completed, an automated confirmation message is received

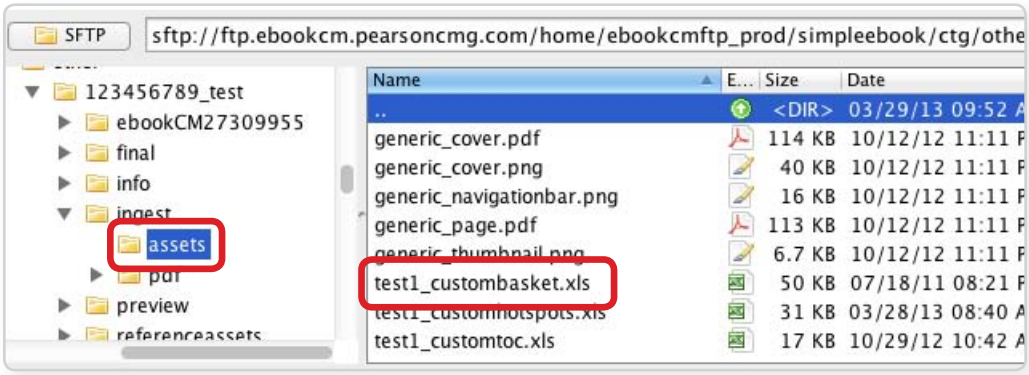


8 With the eText selected in the **Workflow Status** tab, click the **Validate** button on the **Simple eBook** workflow tab.



Ingest the CustomBasket.xls spreadsheet

1 Download the CustomBasket spreadsheet template, along with the guidelines for completing it and upload the edited spreadsheet to the eText's ingest / assets directory using an FTP client.



NOTE Next, follow the same sequence of steps as outlined in **Ingest the CustomHotspot.xls spreadsheet** section 3 above.

More Info

The CustomBasket spreadsheet and its Guidelines are available at: http://media.pearsoncmg.com/cmg/intranet/ebookplus/spreadsheet.html

Quick Tip

A Custom Basket spreadsheet and a Custom HotSpot spreadsheet can be ingested at the same time.

13 | Appendix: eText Resources

RESOURCE	LOCATION	NOTE
Content Management Services eText Neo Group	https://neo.pearson.com/groups/etext	Pearson staff only
eText Art Asset Guidelines	http://media.pearsoncmg.com/cmg/intranet/ebookplus/eText_Art_Asset_guidelines.pdf	
eText Higher Ed/International File Conversion Request Form	https://neo.pearson.com/docs/DOC-66226	
eText Higher Ed/International File Revision Request Form	https://neo.pearson.com/docs/DOC-66227	
eText File Submission Guidelines	http://media.pearsoncmg.com/cmg/intranet/ebookplus/eText_File_Submission_Guidelines.pdf	
eText Integration Scenarios	https://neo.pearson.com/docs/DOC-66221	Pearson staff only
eText Interface Quick Reference Guide	http://contentmanagement.pearson.com/etext/QRGs/eText_Interface_QRG.pdf	
eText Launch Checklist	http://contentmanagement.pearson.com/etext/QRGs/eText_Launch_Checklist.pdf	
eText Launch Checklist Guide	http://contentmanagement.pearson.com/etext/QRGs/eText_Launch_Checklist_QRG.pdf	
eText Promotion Request Form	http://wpslive.pearsoncmg.com/cmg_forms_library/116/29779/7623431.cw/index.html	
eText Support Requests	https://pearson.service-now.com/5555/	
eText System Requirements	https://neo.pearson.com/docs/DOC-84448	

RESOURCE	LOCATION	NOTE
eText Videos	http://contentmanagement.pearson.com/training/eText/eText_Video_Introduction.html http://contentmanagement.pearson.com/training/eText/eText_Video_Search.html http://contentmanagement.pearson.com/training/eText/eText_Video_Whiteboard.html	
Pearson Higher Ed: eBook Full Service Vendor Project Management Neo Group	https://neo.pearson.com/groups/pearson-higher-education-ebook-full-service-vendor-project-management	
Pearson Knowledge Base	http://kb.pearsoned.com/	
Pearson Systems & Application Access (for onboarding new users)	http://contentmanagement.pearson.com/documentum/pdf/CMS%20User%20OnBoarding%202012.pdf	
SMS Project Workplace	https://sms.pearsoncmg.com/workplace/	
USHE Standard Media Design Program	http://usheproduction.pearsoned.com/media/media_design/index.cfm	
Website Testing Request Form	http://wpslive.pearsoncmg.com/cmg_forms_library/0,,1892799-,00.html	